



APPLE WRITER TUTOR

A Step-By-Step
Tutorial on
Apple Writer IIe/II/III

BARRY LESHOWITZ
with the assistance of
PHYLLIS LESHOWITZ



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Preface

With the explosive growth of word processing at the office, at school, and in the home, individuals with absolutely no computer background are being called upon to operate word-processing equipment. Thus, there is a special need for training materials aimed at the computer novice.

The aim of *Apple Writer Tutor* is to provide practical, hands-on instruction on the use of the Apple Writer IIe/II/III word processing program. Because it uses a step-by-step method that is free of technical jargon, this book is particularly suitable for the first-time computer user. Building on basic word processing skills, introductory through advanced topics are presented using a self-paced instructional format.

How This Book Is Organized

The book is divided into two parts.

Part 1—Quick Start

This section covers the fundamentals of word processing, adequate for handling correspondence and short reports. It attempts to get the reader up and running in only a couple of hours. Topics covered include text entry, changing text, saving and retrieving files, and formatting printed documents.

Part 2—Advanced Features

This section examines such advanced topics as search-and-replace, moving blocks of text, and merging text files and data bases. Mastery of these features insures adequate preparation for word processing in the professional office.

This book is not an exhaustive treatment of Apple Writer IIe/II/III. For a thorough description of all the Apple Writer features, you are referred to the Apple Writer manual.

Who Should Learn Word Processing

You definitely do not have to be a typist to use word processing to enter text on a computer. In fact, individuals who “hunt and peck” at the keyboard can expect to experience the greatest benefit because they can turn out perfect final copies in only a short period of time.

Learning word processing offers an added benefit for the computer novice. Using the computer as a word processor is an ideal way to obtain meaningful computer literacy.

What This Book Requires

To do this tutorial, you will need the following:

- An Apple IIe, Apple II Plus, Apple II (with 48K bytes or more of memory), or Apple III computer
- At least one disk drive
- An Apple Writer IIe, Apple Writer II, or Apple Writer III word processing program
- Video monitor
- Printer

How to Use This Book

This book is a step-by-step, self-paced training tutorial. It begins by assuming that you have absolutely no knowledge about word processing or computers. The first-time user, therefore, is urged to begin with Chapter 1 and to go through as many of the lessons as

possible. The more knowledgeable reader may move more rapidly through the first few lessons. The book can then be used as a reference, providing step-by-step explanations of the various features of Apple Writer.

The reader is urged not to worry about making typing mistakes. Indeed, correcting errors is a great way to learn word processing. Close attention to the instructions, however, must be paid if the learning process is to progress smoothly. In the event of a difficulty, you should back up a few steps and begin again. Most important, the reader should relax and enjoy learning this powerful skill.

Format

The book's text is printed in a two-column format. An explanation of the commands and relevant background material are presented in the right-hand column. In the left-hand column, in boldface, is the text to be typed into the computer. Key terms are presented in condensed print at the left-hand margin. Additional facts are centered, with titles in boldfaced print.

Apple Writer IIe, II, III

The three versions of Apple Writer are all quite similar. There are, however, some minor differences. The instructions and screens in the body of the text are for the IIe version. Minor differences between Apple Writer IIe and III are explained in the Endnotes at the end of each chapter. Readers using the Apple III should refer to the individual Endnotes as they appear in the text.

The major difference between the versions for the IIe and II Plus is the movement of the cursor. Apple Writer II for the Apple II or II Plus requires that you enter the cursor-move mode in order to move the cursor. When text is to be entered, you must leave the cursor-move mode. Apple Writer for the IIe and III has only a single mode for moving the cursor and entering text.

In order to reduce confusion, Chapters 2 and 3 have been rewritten for the Apple II and II Plus computers. If you are using either an Apple II or II Plus computer, you will use Chapters 2 and 3 in Appendices A and B. Minor discrepancies between the IIe, II, and

II Plus versions of Apple Writer are presented throughout the text in italicized print within square brackets.

Summary of Chapters

Part 1—Quick Start

Chapter 1 begins with a general introduction to word processing for readers who are unfamiliar with word processing. How word processing is implemented on the Apple personal computer using the Apple Writer program is discussed next.

The fundamentals of entering and revising text are the topics considered in Chapters 2 and 3. Learning how to move the cursor, delete mistakes, and insert new text are the major topics.

Applying basic skills, you enter and then revise a standard business letter in Chapters 4 and 5. Commands for formatting the printed copy and saving and retrieving the letter on diskette are illustrated. In Chapter 6 you learn how to prepare a document using different types of spacing and justification.

Part 2—Advanced Features

In Chapter 7 the search-and-replace feature is illustrated. Automatic replacement of a word or phrase throughout the entire text file is demonstrated.

Chapters 8 and 9 discuss the techniques of “cutting and pasting” blocks of text. Tabs and glossary files are illustrated in Chapters 10 and 11.

Personalizing form letters and the use of “boilerplate” are covered in Chapter 12. Chapters 13 and 14 cover merging text with data files. Apple Writer’s Word Processing Language enables you to combine data bases, such as lists of names and addresses, with text files.

Chapters 15 and 16 illustrate how word processing can be applied to specialized applications. Formatting reports and other types of professional communications are the topics considered.

Appendices

Appendix A is Chapter 2 for the Apple II and II Plus. Appendix B is Chapter 3 for the Apple II and II Plus. Appendix C provides a description of the DATA LINE. It is followed by a summary of all the Apple Writer commands.

Reference List

This list consists of handy tear-off reference sheets summarizing all the Apple Writer commands.

Part One

QUICK-START

1

Getting Acquainted with Apple Writer

Imagine that you've just typed your tenth draft of an important report. Reading over what was to have been your final copy, you decide that you want to add a sentence in the middle of the fourth paragraph, and that you want to eliminate two words in the next-to-last paragraph. Finally, you discover a name is misspelled throughout the report. What do you do?

Not long ago, in the good old days of the late 1970s, using your reliable electric typewriter, you reluctantly would have had to retype the entire report. But times have changed. Now you're using a personal computer with a word processing program.

HOW WORD PROCESSING WORKS

Pressing a few keys, you quickly insert the sentence you want added. Almost magically, the text is nudged along to make room for the new sentence. In an instant you erase the unwanted words, with the surrounding text sliding neatly in to fill the gap. Finally, you instruct the computer to search the en-

WORD PROCESSING

an electronic system
for typing and
editing text

tire report for the misspelled name. Once found, it is automatically replaced with the correct spelling.

Word processing is an electronic system for typing and editing text material. You simply type your text on the computer's keyboard—in just the way you would on a standard typewriter. However, now the words appear on the computer's screen rather than on a piece of paper.

Correcting errors and changing text are done on the screen by entering simple instructions and commands. You can arrange the margins, spacing, and headings in any way you like. When your document is completed, you can quickly print out a “hard copy” on paper. Of course, if your final copy turns out not to be final at all, it is a simple matter to make changes.

THE COMPUTER HARDWARE

In this lesson you will learn about the various components of the Apple computer, how they are integrated to work as a word processor, and how to use them with the Apple Writer word processing program.

The hardware components comprising the Apple IIe, II, II Plus, and III computer systems are shown in Figure 1-1.

Keyboard

The keyboard of your Apple computer is like that of a typewriter. While most of the keys are the same as the typewriter's, there are a few keys that are not on the standard typewriter. Most of these

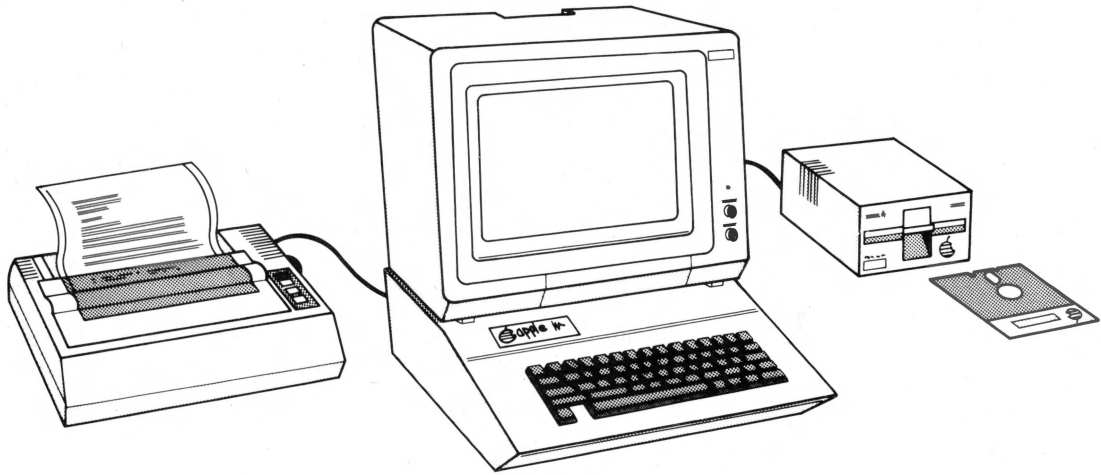


FIGURE 1-1

“new” keys are not used to type any characters at all. Rather, they are used to carry out specialized tasks.

COMPUTER HARDWARE

the computer,
keyboard, monitor,
disk drive, and
printer

Take a look at the keyboard and notice the location of the following keys:

RETURN key;

CTRL (CONTROL) key;

ESC (ESCAPE) key.

You will be using these and other special keys quite often, sometimes in conjunction with other standard keys.

Monitor (Computer Screen)

Communication with the computer is displayed on the monitor. It not only shows you what you are typing into the computer, it also displays messages

and information generated by the computer. Information typed into the computer is called “input,” whereas information sent from the computer to the user is called “output.” Instructions and messages directed at the user by the computer are called “prompts.”

Disk Drive

The small box connected to your computer is called a disk drive. It is named for exactly what it does; it spins your diskette.

Diskette

A diskette is a thin plastic disk with a magnetic coating enclosed in a cardboard cover. It is used to store electromagnetic information. Computer programs, documents that you will type into the computer, as well as the Apple Writer word processing program are stored on a diskette.

As you type, this information is transferred from the keyboard to the memory of the computer. At the same time, the information is displayed on the monitor. Because computer memory is “volatile,” when you turn the computer off, the typed information is totally lost. For this reason, in order to have a permanent record of the information, we transfer it from the computer’s memory to the diskette. Information saved on diskette is then available for use at a later time.

COMPUTER SOFTWARE

computer programs
that instruct the
computer to perform
various functions

When storing (saving) information on and retrieving (reading) information from the diskette, the red

“in use” indicator light, located on the front of the disk drive, comes on. It reminds you that the diskette is being spun around. When this indicator light is on, you must not open the door of the disk drive to remove the diskette.

DISKETTES

pliable (“floppy”)
records with
magnetic coating
used to store
programs and other
documents

Handling Diskettes

Whenever handling diskettes, it is most important not to touch the exposed portion of the diskette. If you are not careful, you run the risk of losing the information stored on the diskette.

When handling diskettes, always follow these simple rules:

- Never bend a diskette;

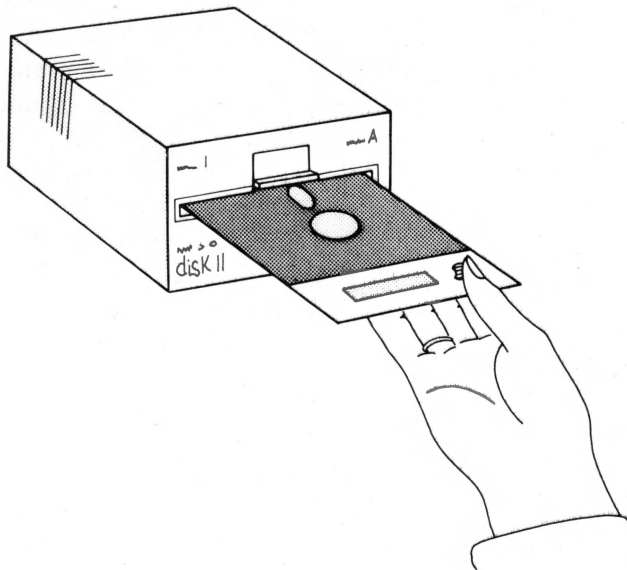


FIGURE 1-2

- Store diskettes in their paper envelopes;
- Touch only the part with the diskette label;
- Do not expose diskettes to extreme temperatures;
- Keep diskettes away from magnetic fields.

Printer

Most times you will want to have a written or “hard copy” of your document. In fact, the reason why we use a word processor is to create a written copy of a document. Printed copies are typed by the printer after you have completed typing the document on the computer keyboard. The printer converts the “soft copy,” which is the version of the document saved in the computer’s memory or on the diskette, into a permanent copy on paper.

STORAGE

The memory capacity of the computer limits the size of a document. A document of about 20 double-spaced pages can be prepared using the standard Apple computer. The expanded-memory (128K) Apple can accommodate manuscripts of up to 30 pages. Longer documents can be “chained” together if needed.

The storage capacity of the diskette and the size of individual documents limit the number of documents stored on a diskette. Approximately 80 double-spaced pages can be stored on the standard Apple IIe diskette.

2

Starting Up

In this chapter you will learn how to

- move the cursor*
- enter text*
- delete text*
- correct errors*

[If you are using an Apple II or II Plus, turn to Chapter 2A, entitled, "Chapter 2 for the Apple II or II Plus."]

Getting going is very simple. Just follows these few steps.

1. Insert the Apple Writer MASTER diskette containing the Apple Writer program into the disk drive. Hold the diskette with the label facing up, being careful to touch only the label. Raise the door on the disk drive and gently slide the diskette into the slot. Now close the door of the disk drive.
2. Turn on both the computer and the monitor. The on-off power switch of the Apple IIe computer is located in the back on the left side. The power indicator light on the keyboard will go on when the computer is switched on.

3. The red indicator light on the disk drive will now come on, indicating that the Apple Writer program on the MASTER diskette is being read (or loaded) into the computer's memory. After a few seconds, the red indicator light will go out, indicating that the program has been loaded into the computer.

LOADING A PROGRAM

transferring a
program on diskette
into the computer's
memory

4. You will then see the following screen (2-1):

```
(For HELP while editing  
press open Apple and "?")
```

```
Press RETURN: ■
```

Since we are ready to begin creating text and do not need any help,

Press RETURN

5. Except for a line of information at the top of the screen, you will see a blank screen. This line of information, which is shown below, is called the **DATA LINE**. It is used to display information about the text file on the screen.

```
< Z MEM: LEN: 0 POS: 0 TAB: 0 FILE:
```

In later chapters we will refer to the various items on the data line. A review of the data line is also presented in Appendix C.

DATA LINE

the line of
information at the
top of the screen

THE CURSOR

Notice the filled rectangle on your monitor. It is located at the place where you are typing. This rectangle of light, which is called the **CURSOR**, is a very important part of your word processor. It serves as your pointer or pencil. With it you can move from place to place in your text.

CURSOR

the rectangle of
light on the screen
indicating your
location within the
document

CAPITALIZING

Capitalizing is done in the same way as with a conventional typewriter. While holding down the SHIFT key, press the letter that you want capitalized.

In order to enter a character located on top of a key (such as an apostrophe), you must press the SHIFT key and, while holding it down, press the designated key, just as you would on a conventional typewriter.

THE RETURN KEY

Unlike a conventional typewriter, you do not press RETURN at the end of a line. As you are typing text, don't press the RETURN key at the end of each

line. Just keep typing. When you reach the end of a line, the program automatically brings the cursor to the left margin of the next line. The only time you will need to press the RETURN key is at the end of a paragraph.

ERASING MISTAKES

When typing, don't worry about making errors. If you do catch a mistake while typing, you can use the DELETE key to erase the error (2-2). Pressing the DELETE key erases one character to the immediate left of the cursor. You will be shown how to make corrections later.

Let's begin word processing by typing the paragraph below.

Type:

Walt Disney and his creation, Mickey Mouse, began delighting Americans back in the late 1920s. Their popularity was built over decades. Today, with our instantaneous communications, Steven Spielberg and his E.T. became worldwide celebrities in a fraction of the time it took Disney and Mickey to achieve such fame.

CORRECTING ERRORS

Correcting typing errors is a simple task with Apple Writer. It involves three steps:

1. moving the cursor,
2. deleting the mistake,
3. inserting the correct text.

Moving the Cursor

If the cursor is not directly to the right of your mistake, you must move the cursor to the right of the mistake so that it can be erased (2-3).

To move the cursor, press one of the four ARROW keys which are located on the lower right-hand side of your keyboard.

Additional Fact

Pressing an ARROW key and at the same time holding down the FILLED-IN APPLE key moves the cursor in larger jumps (2-4).

All the keys on your Apple II and III computers have a built-in repeat function. Therefore, when you hold down any one of the ARROW keys or the FILLED-IN APPLE key and an ARROW key, you will see the cursor continue to move across the screen.

Practice holding down the various ARROW keys. Watch the cursor move repeatedly in the direction of the arrow key. Notice that you cannot move the cursor beyond the beginning or end of the text.

TABLE 2.1 (2-4) Move Keys

- ← moves the cursor to the left one character
 - moves the cursor to the right one character
 - ↑ moves the cursor up one line
 - ↓ moves the cursor down one line
-

Deleting

A character is deleted by moving the cursor to the right of the character that you want to delete, and pressing the DELETE key (2-2).

Let's delete some text on the screen. First, move the cursor to the right of the last word of the paragraph, next to the word **fame**.

In order to delete the last few words of the paragraph,

Press DELETE several times until the following words are erased: it took Disney and Mickey to achieve such fame.

The last few words of the text on the screen should have been deleted.

Adding Text

For practice, let's reinsert the text we have just deleted.

Type: it took Disney and Mickey to achieve such fame.

The paragraph should now be restored to its original form.

Correcting Mistakes

You may have noticed other errors in your text. Thus, your next task is to correct any mistakes you may have made. This is called "editing." In order to edit your text, do the following:

1. Move the cursor, using the four ARROW keys, to the right of the mistake.

2. Press the DELETE key to erase the character to the left of the cursor (2-2).
3. Type the correct character.
4. Insert additional spacing where needed.

Inserting Deleted Text

It is possible to store deleted characters so that they may be reinserted later.

You hold down the OUTLINED APPLE key and press the ← key to delete text (2-2). The deleted text is then held temporarily in a “memory buffer” (2-5).

You can reinsert the words held in the “memory buffer” by holding down the OUTLINED APPLE key while pressing the → key (2-6). This inserts the deleted characters stored in the buffer.

Let's see how this procedure works.

Press the OUTLINED APPLE key, and while holding it down, press the ← key several times until several words are erased.

Press the OUTLINED APPLE key and the → key several times until the text is reinserted.

SUMMARY

The cursor is moved by pressing one of the four ARROW keys. Pressing the DELETE key erases the character to the left of the cursor.

Text is entered at the location of the cursor as soon as you begin typing.

As you insert text, all the letters to the right of the cursor are pushed over to the right and down the screen to make room for the new text.

When inserting text, check the screen for correct spacing between words.

EXERCISE

Make the following changes in the paragraph now on the screen.

1. Move the cursor to the right of the word
creation

Type: s

2. Move the cursor to the right of the word
Mouse

Press SPACE BAR
(to insert a space)

Type: and Donald Duck

3. Move the cursor to the right of the word
Americans

Press DELETE
(until you have erased
the word: Americans)

Type: the world

Screens shown in this book are based on a 40-column display. If your screen is an 80-column display, your text will differ slightly from the screen shown here.

Compare the text on your screen with the next

screen. Make any corrections you find necessary, such as spelling errors and incorrect spacing.

Walt Disney and his creations, Mickey Mouse and Donald Duck, began delighting the world back in the late 1920s. Their popularity was built over decades. Today, with our instantaneous communications, Steven Spielberg and his E.T. became worldwide celebrities in a fraction of the time it took Disney and Mickey to achieve such fame.

Final Comment

Now that you have completed Chapter 2, it might be a good place to stop. If you turn the computer off, all the text typed into the computer will be lost. Since this material was only for practice, nothing of great value will be sacrificed. In a later chapter, you will learn how to save your work on diskette so that you can have a permanent copy.

ENDNOTES FOR APPLE WRITER III

(2-1) You will see the screen with the message:

Press RETURN to begin:

You should then press the RETURN key. When you press the RETURN key, the "Editor Menu" will appear, offering several options, which you will learn how to use in later chapters. You can return to this screen from anywhere in Apple Writer III by pressing the OUTLINED APPLE key and the ? (question mark) key at the same time.

(2-2) The Apple III does not have a DELETE key. When there is a reference to the DELETE key in the text, do the following: Hold down the CTRL (control) key and, while holding it down, press the ← key.

(2-3) The cursor will appear to be taking up an extra space. Actually, the cursor does not take up a space. When you move the cursor to another location on the screen, the "space" will disappear.

(2-4) To move the cursor in larger jumps, hold down the SHIFT key and the desired ARROW key at the same time.

(2-5) Remember, in order to delete a character, hold down the CTRL key and, while holding it down, press the ← key.

(2-6) Press the CTRL key and, while holding it down, press the → key for each letter you wish to reappear.

3

Getting Going

In this chapter you will learn how to

- use CONTROL characters*
- enter text*
- form paragraphs*
- insert new text*

[If you are using an Apple II or II Plus, turn to Appendix B, entitled “Chapter 3 for the Apple II or II Plus.”]

If you are not continuing directly from Chapter 2, you must now load the Apple Writer program. Insert the Apple Writer MASTER diskette into the disk drive, turn the computer's power on, and respond to the various messages, called “prompts,” from the computer. If you are uncertain about how to load the program, review the procedure on pages 9 and 10.

THE CONTROL KEYS

Many of the keystrokes used in Apple Writer are **CONTROL CHARACTERS**. To type a control character, press the CTRL key, which is located on

the left side of the keyboard. While holding down the CTRL key, press the designated character.

Control keys are not used to enter alphanumeric characters (i.e., letters and numbers). Rather, they perform various functions, such as saving and loading your file. Control characters are indicated in the text by square brackets ([and]) surrounding the designated character. The designated character may be typed in either upper or lower case.

An example of a control character is CONTROL-N, indicated by [N]. It is entered by holding down the CTRL key, and while holding it down, pressing the letter, N.

CONTROL CHARACTERS

are entered by
pressing the CTRL
key and the
designated character
at the same time

CLEARING THE SCREEN

CONTROL-N [N] clears the screen so that you can enter or load a new document. It also erases the active memory of the computer, where the document on the screen is stored. Erasing the computer's memory will destroy the document. In most situations, however, you will first save the document on your diskette before pressing CONTROL-N [N].

Since you are ready to type in a new document, you can clear the screen.

**Press [N] (Press the
CTRL key, and
while holding it down,
press the letter N.)**

You will now see the following prompt. The

computer is requesting that you confirm the command to erase the screen and the computer's memory.

[N]EW (ERASE MEMORY) YES/NO ? ☐

Type: y

Press RETURN

When you type **y**, the document or file on the screen is completely erased from the computer's memory. Under ordinary circumstances, you would want to save the document on the screen on a diskette. You will learn how to save your work in the next chapter.

CONTROL-N [N]

clears the screen
and the memory of
the computer

ENTERING TEXT

In order to enter text, simply begin typing.

Let's do a short example.

Type: This is a short sentence.

Now let's add some text to this sentence. In order to insert new text into a document, follow the steps below.

1. Move your cursor to the location where you want to insert the new text.
2. Begin typing whatever material you want added.
3. Add spacing where needed.

Move the cursor to the letter s in the word **sentence**, as shown in the following screen (3-1).

This is a short **s**entence.

Type: and complicated
Press SPACE BAR

The sentence should now appear on the screen as follows:

This is a short and complicated **s**entence.

Your cursor should be located between the words **complicated** and **sentence**.

Using the —> key, move the cursor to the end of the sentence in preparation for the next example.

Let's skip a few lines so we can begin typing the next sentence.

Press RETURN several times

Here's another sentence for you to try.

Type: The man is thin.

Now insert the words **tall and** between the words **is** and **thin**.

Move the cursor to the letter **t** in the word **thin**, as shown below (3-1).

The man is **t**hin.

Type: tall and
Press SPACE BAR

The sentence should appear on the screen as follows:

The man is tall and thin.

Before going on to the next section, let's clear the screen.

Press [N] (Press the
CTRL key, and
while holding it down,
press the letter N.)

In order to confirm the command,

Type: y
Press RETURN

FORMING PARAGRAPHS

Splitting Paragraphs

It is customary to separate paragraphs with a blank line. Thus, to split a block of text into two paragraphs, a blank line is added to indicate the end of the first paragraph.

To insert a blank line between two lines of text, place your cursor at the beginning of the second line. Then press the RETURN key for each blank line desired. Let's do an example.

Type:

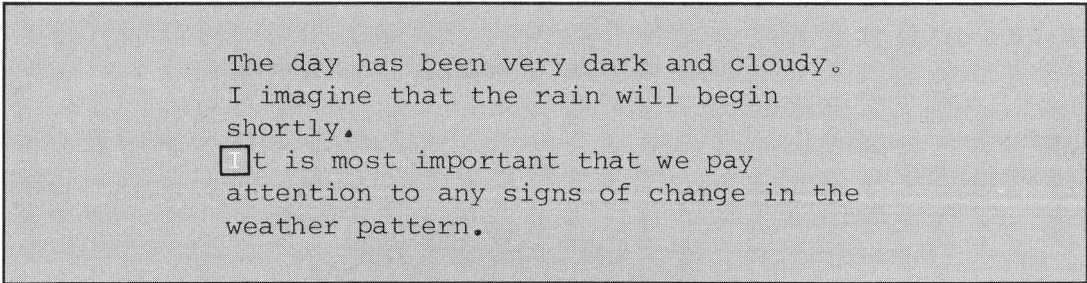
**The day has been very dark and cloudy.
I imagine that the rain will begin
shortly. It is most important that we
pay attention to any signs of change in
the weather pattern.**

Let's assume that after having typed the previous paragraph, you decide that it really should be two paragraphs. Therefore, you must insert a blank line to separate the two paragraphs.

Move the cursor to the beginning of the third sentence. The cursor should be on the letter **I** of the word **It** (3-1).

Press RETURN

On the screen you should see:



The day has been very dark and cloudy.
I imagine that the rain will begin
shortly.
It is most important that we pay
attention to any signs of change in the
weather pattern.

To insert a blank line between the paragraphs,

Press RETURN

You should now have two paragraphs separated by a blank line.

Joining Paragraphs

Suppose now that you decide the text on the screen should be a single paragraph. Even though you have just split the text into two paragraphs, it is a simple matter to join them.

The cursor should be on the letter **I** of the word **It**.

Press DELETE until the cursor reaches the end of the first paragraph (3-2)

The blank line between the paragraphs should have disappeared, so that the two paragraphs are joined into one.

INSERTING TEXT

Let's apply some of the procedures we have just learned to insert additional material into text displayed on the screen.

First let's clear the computer's screen.

Press [N]

You will see the following message on the bottom of your screen.



[N]EW (ERASE MEMORY) YES/NO ? ☐

To confirm the command,

Type: y

Press RETURN

Your screen will now be blank, and you are ready to continue.

Capital Lock

We will use the CAPS LOCK key (ALPHA key on Apple III) for capitalizing the title of the following short report. Pressing this key causes all the follow-

ing letters to be capitalized. Pressing the key a second time turns capital lock off, just as on a conventional typewriter.

Type the short report below on the composer, George Gershwin.

Type:

George Gershwin

George Gershwin was only 39 years old when he died in 1937. He became famous for his popular songs, symphonic works, opera, and musical comedies.

He began writing popular songs at the age of 15, even though he had only studied classical composition and orchestra as a youngster.

Now let's insert an additional paragraph between the first and second paragraphs.

Move the cursor to the left of the blank line between the first and second paragraphs.

In order to insert a blank line between the first paragraph and the one you are about to add,

Press RETURN

You are now ready to type a new paragraph.

Type:

All of Gershwin's songs contain lyrics of lasting popularity. The lyrics for most of Gershwin's music were written by his brother, Ira.

Press RETURN once

Your revised report includes a new paragraph and should look like the screen below.

George Gershwin

George Gershwin was only 39 years old when he died in 1937. He became famous for his popular songs, symphonic works, opera, and musical comedies.

All of Gershwin's songs contain lyrics of lasting popularity. The lyrics for most of Gershwin's music were written by his brother, Ira.

He began writing popular songs at the age of 15, even though he had only studied classical composition and orchestra as a youngster.

Carefully compare your report on the monitor's screen with the screen in the text. Make any necessary corrections of such things as spelling errors and incorrect spacing.

FINAL COMMENT

In the next chapter, you will learn how to save your work on diskette so that you can have a permanent copy of your text material. If you should decide to take a break here and turn off the computer, all your work on the screen will be lost. Because this has only been practice, we can sacrifice this material.

SUMMARY

Inserting Text

1. Move the cursor to the location where you want to insert additional text.
2. Type in the new text.
3. Add correct spacing as needed.

Deleting Text

1. Place the cursor to the right of the character to be deleted and press the DELETE key until all desired text has been removed (3-2).

Splitting Paragraphs

1. Move the cursor to the left-most letter of the first word that will begin your next paragraph.
2. Press RETURN twice, separating the paragraphs with a blank line.

Joining Paragraphs

1. Move the cursor to the first letter of the first word of the second paragraph.
2. Press DELETE until the paragraphs have been joined (3-2).

ENDNOTES FOR APPLE WRITER III

- (3-1) The cursor never appears on top of a character. Since the cursor always appears in front of (or to the left of) a character, it appears to “add” a space to the text. This space will disappear when you move the cursor to another location.
- (3-2) In order to delete a character or a space, hold down the CTRL key, and while holding it down, press the → key.

4

Writing Files

In this chapter you will learn how to

- initialize diskettes*
- format documents*
- save files on diskette*
- retrieve files*
- print documents*

Although you have just begun word processing, you are ready to apply your skills to turning out professional correspondence. In this chapter, we will demonstrate how easy it is to turn out letter-perfect documents.

If you are not continuing directly from the previous lesson, you will have to load the Apple Writer program. If you are uncertain about how to start the program, review the procedure on pages 9 and 10.

Since you are ready to type in a new document, let's first clear the screen.

Press [N] (Press the CTRL key first and, while holding it down, press the letter N)

In order to confirm the command,

Type: y
Press RETURN

INITIALIZING A DISKETTE

In this lesson, you will be saving your files on your own data diskette. Information can only be saved on diskettes that have been specially prepared using the “initialization” procedure (4-1).

If you have not initialized your diskette, follow the procedure below. If you have already initialized your diskette, skip to the next section, entitled “Typing a Letter.”

The first step is to bring to the screen the menu of DOS (Disk Operating System) commands. These commands perform various functions, including initializing a diskette. Thus,

Press [O] (Press the CTRL key first, and while holding it down, press the letter O).

You will see the following screen:

```
DOS COMMANDS

A. Catalog
B. Rename file
C. Verify file
D. Lock file
E. Unlock file
F. Delete file
G. Initialize Disk

Press RETURN To Exit

Enter Your Selection (A-G) : 
```

[If you are using the APPLE II or II Plus, your screen will look like the one below.]

DOS COMMANDS

- 1. CATALOG*
- 2. RENAME FILE*
- 3. LOCK FILE*
- 4. UNLOCK FILE*
- 5. DELETE FILE*
- 6. INITIALIZE DISKETTE*

ENTER YOUR SELECTION (1-6) : █

CONTROL-O [O]

brings the Disk
Operating System
commands to the
screen

Since you want to initialize a diskette, select command G *[or 6 if you are using the Apple II or II Plus]*.

Type: G *[or 6 if you are using an Apple II or II Plus]*

At this point, you must take the Apple Writer MASTER diskette out of the disk drive and in its place insert a blank diskette. If you insert a diskette containing programs previously saved, the initializing procedure will erase them.

You will now see the following screen:

ENTER SLOT, DRIVE (EXAMPLE S6,D1) : █

Since your disk drive is located in slot 6 (S6) of the computer, you can use the default setting shown in the parentheses. You must type in the disk drive number.

Type: D1

Press RETURN

The red light on your disk drive will now go on. After several seconds the light will go out, indicating that your diskette has been initialized. The DOS Commands screen appears again. In order to get back to a blank screen,

Press RETURN

You are now ready to continue.

TYPING A LETTER

The letter you are about to type is shown in Exhibit 4.1. Do not type this letter just yet. In the following sections we will provide step-by-step instructions for typing the letter.

Format Commands

What appears on the screen is not an exact replica of what appears on the printed page. The layout of the printed document is arranged using format commands. These commands set margins, spacing, justify text, and so forth.

We always begin typing a document by inserting the **format commands**. Although these commands are entered into the document, they are not printed. For this reason, they are sometimes called “embedded” commands.

EXHIBIT 4.1

SAMPLE LETTER

All Seasons Gymnastics Center
1234 Brown Road
Anytown, AZ 85251

Joan Jones
4689 E. Osborn
Phoenix, AZ 85017

Dear Mrs. Jones:

Thank you for inquiring about our gymnastics classes.

Enclosed with this letter is all the information that you will need to enroll your child in our gymnastics instruction. Fill out the forms as soon as possible and send them back to us to assure your child a place in this session.

Sincerely,

John Brown

The following are the rules for using format commands.

1. A period (dot) is entered to the left of each format command. Do not insert a space after the period.
2. The period must be placed at the extreme left column of the line.

3. Each format command must be on its own line.
4. Format commands may be entered in either upper or lower case.
5. They are called “embedded” commands, since they are not printed out in the final copy.

The format commands listed below set up the letter shown on the previous page. Note the command .lio can be typed .LIO. Do not type the explanatory material in parentheses.

[If you are using the Apple II or II Plus, remember that you must be in the typing mode, indicated by a square cursor, in order to type text.]

Type: .li0 (sets the spacing between lines to zero, that is, single space)
Press RETURN

Type: .lm5 (sets left margin 5 spaces from left edge)
Press RETURN

Type: .rm60 (sets right margin 60 spaces from the left edge)
Press RETURN

Type: .pm0 (sets zero indentation)
Press RETURN

Type: .cj (centers letterhead)
Press RETURN

Your screen should look like this:

```
.li0  
.lm5  
.rm60  
.pm0  
.cj  
■
```

FORMAT COMMANDS

are used to set
margins, spacing
justification, and so forth

Typing Text

The first three lines of the letter are the letterhead. Type each line as shown. Pressing the RETURN key at the end of each line inserts a carriage return. The computer will then print each item on a separate line.

[If you are using the Apple II or II Plus, remember that capital letters are made by pressing the ESC key once, then the letter you want capitalized.]

We begin by typing the letterhead.

Type:

All Seasons Gymnastics Center
Press RETURN

1234 Brown Road
Press RETURN

Anytown, AZ 85251
Press RETURN four
times

Pressing RETURN four times will insert three blank lines between the letterhead and the inside address.

Since the body of the letter is to be flush with the left margin (that is, left justified), we must change from center justification to left justification at this point. The command for left justification is **.lj**.

**Type: .lj (places the
body of the letter at the
left margin)**

Press RETURN

We next type the letter's inside address.

**Type: Joan Jones
Press RETURN**

**Type: 4689 E. Osborn
Press RETURN**

**Type: Phoenix, AZ 85017
Press RETURN twice**

**Type: Dear Mrs. Jones:
Press RETURN twice**

Now type the remainder of the letter shown below. **DO NOT PRESS THE RETURN KEY UNLESS INDICATED.** The computer will automatically place the text on the page correctly. If a word is too long to fit on the line, the computer will place the word on the next line. This is called "word wraparound."

Keep in mind that what you now see on the screen is not exactly what will appear on the printed paper. For example, the company's address is not centered on the screen. When the letter is printed, the address will be centered. This feature of Apple Writer should not be a problem. With a little practice, you will be able to visualize how the text on the screen will appear when it is printed out.

Type:

**Thank you for inquiring about our
gymnastics classes.**

Press RETURN twice

**Enclosed with this letter is all the
information that you will need to enroll
your child in our gymnastics
instruction. Fill out the forms as soon
as possible and send them back to us to
assure your child a place in this
session.**

Press RETURN twice

**Sincerely,
Press RETURN four times**

**John Brown
Press RETURN**

The **.ff** format command at the end of a letter tells the computer that you have ended your page, and any additional text should be printed on the next page.

**Type: .ff
Press RETURN**

Making Corrections

The bottom portion of your completed letter should now be on the screen. Check your entire letter for errors by moving the cursor throughout the text. Correct any mistakes you find.

You may want to begin proofreading your letter at the beginning of the file. In order to get back to the beginning of your letter, press [B]. This is the command to return to the beginning of your file. The command to go to the end of your file is [E].

CONTROL-B [B]

the command to go to
the beginning of the
file

CONTROL-E [E]

the command to go to
the end of the file

Let's begin correcting your letter by going to the beginning of your file.

**Press [B] (Press the
CTRL key and, while
holding it down, press the
letter B)**

SAVING YOUR LETTER

Now that you have completed the letter, let's save it on your diskette. You should have an "initialized" diskette in your disk drive. This diskette will be used to store your letter and other documents and is called a "data diskette" (4-2).

To save the letter,

Press [S]

You will see the following prompt on the bottom of your screen. The computer is asking you to give the file on the screen a name. The file then will be stored under this name.

[S]ave :

All you need to do now is give your file a name. The file's name can be up to 30 characters long.

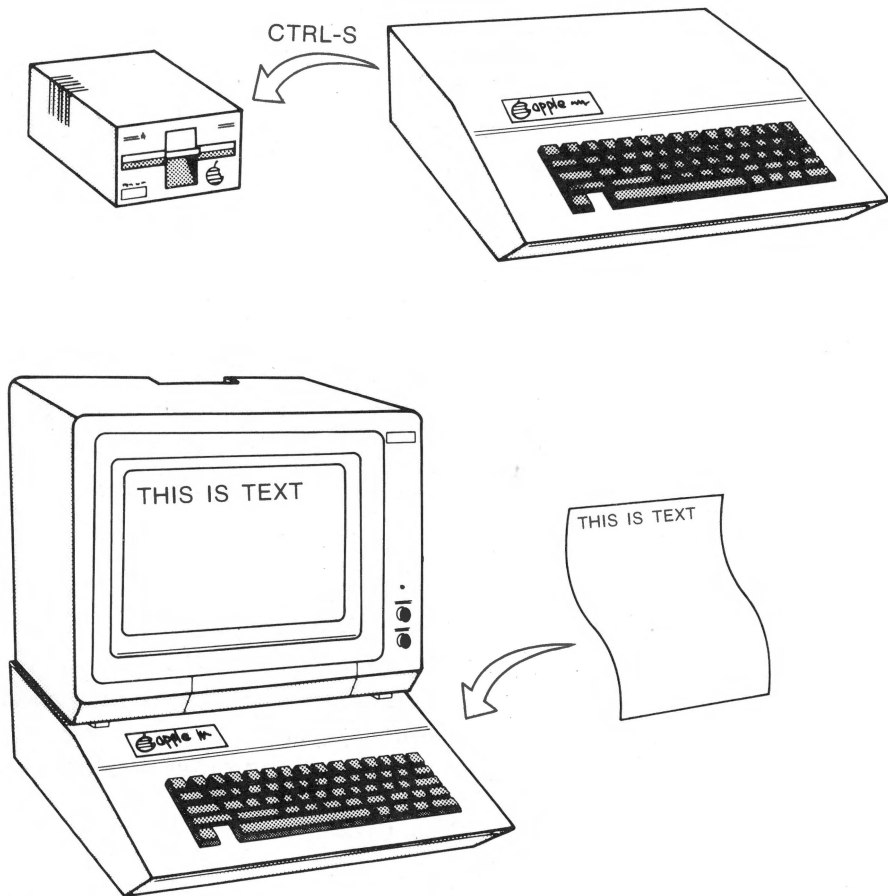


FIGURE 4-1

The only requirement is that the name of a file begin with a letter (4-3).

Type: letter1

Press RETURN

The red indicator light on the disk drive will come on, indicating that the letter is being saved on the diskette. The document is saved when the red light goes off.

FILE

any document or
program saved on
diskette

Additional Fact

If you are using a two disk-drive system and wish to save your files using drive 2, type the following: **[S]filename,d2**. The next time that you save a file on drive 1, remember to type the file's name as follows: **[S]filename,d1**. The suffix **d1** returns the "in-use" disk drive to 1 (4-4).

RETRIEVING YOUR LETTER

Having saved your file on your data diskette, it is worthwhile to learn how to retrieve the file. In order to retrieve a file, you must read or load the file into the computer's memory. The **[L]** command is used to load a file on your diskette into the computer's memory.

CONTROL-L [L]

is the command that
reads a file into
the computer's
memory

Let's practice loading your file, **letter1**. Before loading a file, it is standard procedure to first clear the screen, and thereby erase the computer's memory.

Press [N]

Type: y

Press RETURN

Now we are ready to read your file from the diskette.

Press [L]

You will see the following message at the bottom of your screen. The computer is asking you to name the file you would like loaded into the computer's memory.

[L]OAD :

Type: letter1

Press RETURN

After the disk drive's indicator light goes off, the file **letter1** will be in the computer's memory. The bottom portion of the letter is displayed on your screen.

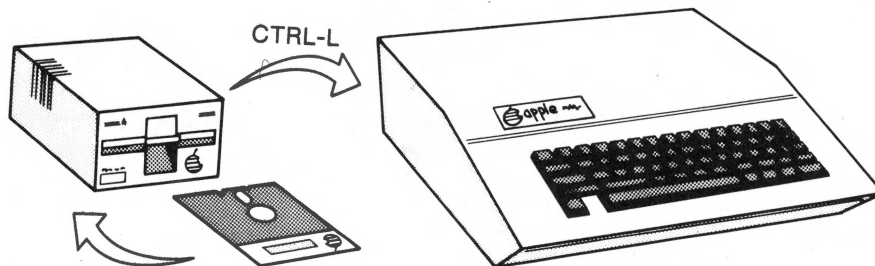


FIGURE 4-2

Additional Fact

In the event that you forget the name of the file you want to load, press [L]?, and then press RETURN. The computer will then list the names of the files saved on the diskette. This list is called the “catalog.”

SUMMARY

The following are format commands for setting up the document.

1. *Margins (range from 0 to 79)*

- a. **.lm** sets the left margin. For example, **.lm10** sets the margin 10 spaces from the left.
- b. **.rm** sets the right margin. For example, **.rm65** sets the right margin at 65 spaces from the left.

2. *Centering*

- a. **.cj** centers all lines of text entered after this command.

3. *Justification*

- a. **.lj** lines up all text at the left margin.
- b. **.rj** lines up text at the right margin.
- c. **.fj** lines up text on both margins, as in books or newspaper columns.

4. *Spacing*

- a. **.li0** is used to single space a document.
- b. **.li1** is used to double space the entire document.
- c. **.ff** is the format command for “form feed,” which tells the computer to begin printing on the next page.

5. *Saving Your File*

- a.** Press [S].
- b.** Type in the name of your file.
- c.** Press RETURN.

6. *Loading Your File*

- a.** Press [L].
- b.** Type in the name of your file.
- c.** Press RETURN.

ENDNOTES FOR APPLE WRITER III

(4-1) Since you cannot initialize your diskette while using Apple Writer III, you must initialize your data diskette before using Apple Writer. The following are instructions for formatting an Apple Writer III data diskette. If you need instructions, follow the steps outlined below.

1. Insert the Apple III "Systems Utilities" diskette into the disk drive.
2. Turn on the video monitor and the computer.
3. After the red light on the disk drive has gone off and the utilities main menu is on the screen,

Type: D (to select the device handling command menu).

4. To select the format option,

Type: F

5. Now remove the "Systems Utilities" diskette from the drive and place your blank diskette in the disk drive.

Type: .d1 (don't forget the period)

Press RETURN

6. Now you may type in the name you want to give your diskette. Since the name of the diskette is rarely used, we will not bother to name the diskette.

Press RETURN

7. If your diskette has been used in the past, you will see prompts about whether it is OK to erase the old information.

Type: Y

8. The message formatting will appear on the screen and the red light on the disk drive will come on for about 30 seconds. Then the message "Formatting successful" will appear.
9. Remove the diskette. It is a good idea to label the diskette now.

Now go to the next section, entitled "Typing a Letter."

- (4-2) Before you can save (or load) a file on diskette, you must set the **prefix number** for the disk drive. The prefix number specifies the disk drive to be used and is found on the SOS Command Menu. In order to get to this menu:

Type: [O]

Your screen will look like the following:

```
SOS COMMANDS

1. Catalog
2. Rename file
3. Lock file
4. Unlock file
5. Delete file
6. Set date & time
7. Set prefix

Enter Your Selection (1-7) : 
Type: 7
Type: .dl
Press RETURN
```

You are now ready to save your file.

(4-3) The rules for naming an Apple III file are as follows:

1. The maximum length of the file name is 15 characters.
2. Only letters, numbers, and periods are allowed.
3. The file name must begin with a letter.
4. No spaces are allowed in a name.

(4-4) If you are using a two disk-drive system and wish to save your file on drive 2, type the following: **[S].d2/filename**

5

Printing a File

In this chapter you will learn how to

- print a file*
- terminate printing*
- print part of a file*
- edit a file on diskette*
- back up files*

Proofreading a document is often facilitated by examining a printed copy, sometimes called a “hard copy” of your text. It is a simple matter to print a text file saved on diskette.

Using Apple Writer, you can only print the file displayed on the screen and in the computer’s memory. Therefore, in order to print a file saved on diskette, it must first be loaded into the computer’s memory. Let’s see how this is done by printing your file, **letter1**.

If you are not continuing directly from the previous lesson, you will have to load the Apple Writer program. The procedure is found on pages 9 and 10. Then remove the Apple Writer program from the disk drive and insert your data diskette that contains the file **letter1**.

PRINTING YOUR LETTER

If the file **letter1** is now on the screen, you are ready to proceed. If not, you must load the file by pressing [L] and typing the file's name, **letter1**.

Check that the printer's ON-OFF switch is ON. Also, check that your printer is ready to print and is in the On-Line mode. Let's print the file (5-1).

Press [P]

The following message will appear at the bottom of your screen.



[P] RINT/PROGRAM : █

You will now type **np**, which stands for "New Print." This command will be used every time you want to print a file displayed on the screen. *Do not* type the name of your file when instructing the computer to print your file. Always type **np**.

Type: np

Press RETURN

The computer will now print your file, **letter1**.

When you inspect the printed letter, you can readily see any mistakes that you may have overlooked. Notice also that your letter is still on the screen after it has been printed. This allows you immediately to correct any errors that you may have found on the printed copy.

CONTROL-P [P]

this instruction followed by the command, np, is used to print the file displayed on the screen

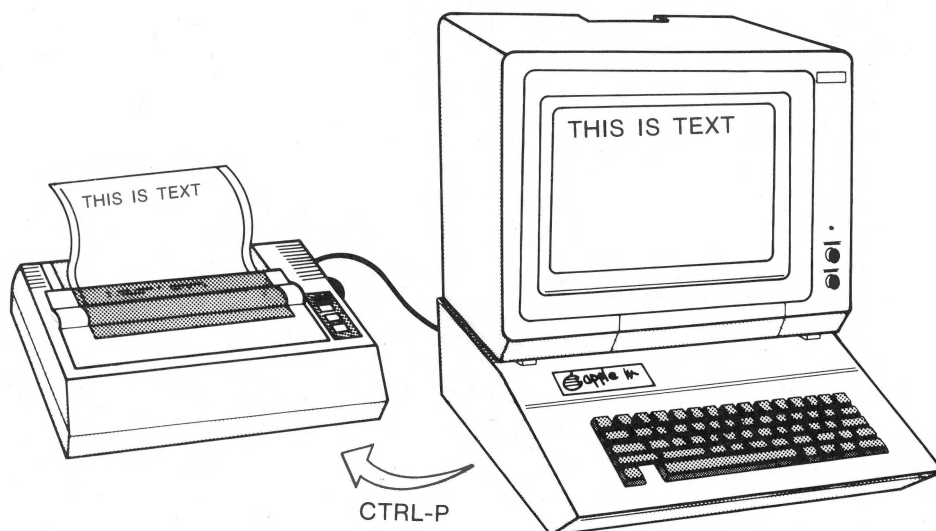


FIGURE 5-1

After you have made your final corrections, you will want to save the revised letter. To do this,

Press [S]

You will see the following message at the bottom of your screen.

[S]AVE:

You may type either the name of the file or an = (equal) sign.

Notice that on the data line, next to the indicator, FILE, the name **letter1** is shown. You can save your revision under the name **letter1** by simply typing an = (equal sign) or retyping the file's name, **letter1**. In so doing, the computer will have destroyed the original unrevised version of the file on the diskette.

Type: = (equal sign)

Press RETURN

In order to print your revised letter,

Press [P]

If you should decide not to print the file after pressing [P], you can always back out of the print command by pressing the RETURN key.

You will see the following message at the bottom of your screen.

[P] RINT/PROGRAM : ☐

Type: np

Press RETURN

Additional Fact

An alternative way to set print format commands is to use the Print Menu. The various format commands and their default values are listed in the Print Menu.

To bring the Print Menu to the screen,

Press [P]

Type: ?

Press RETURN

In order to change a format command, type the letters of the command and the desired setting. For example, to set the left margin to 10,

Type: lm10

Press RETURN

REVISING A FILE

We will begin this section by revising **letter1**, in order to illustrate the steps involved in editing a document.

Revision of Letter1

Check that the file, **letter1**, is on the screen. If it is not, it must be loaded from your data diskette by pressing [L] and typing the file's name.

Go to the beginning of the file.

Press [B]

The first revision is to change the left margin to 10. Move the cursor to the right of: **.lm5**.

In order to erase the 5,

Press DELETE once

*[Press the ← key if you
are using the Apple II or II
Plus]*

Now to insert the new margin,

**Type: 10 (sets your left
margin to 10)**

Do not press RETURN

Since we would now like to change the right margin to 70, move the cursor to the right of: **.rm60**.

**Press DELETE twice
(to erase the 60)**

*[Press the ← key twice
to erase the 60 if you are
using the II or II Plus]*

Type: 70

We would now like to add another paragraph to the text. Move the cursor to the blank line between the first and second paragraphs.

In order to insert a blank line,

Press RETURN

You are now ready to add the new paragraph.

Type:

**Our gymnastics classes are filling up
quickly because parents are realizing
how important it is for children to be
physically fit.**

Press RETURN once

Your revised letter should look like the next screen. Check for errors and make corrections.

Saving Your Revised Letter

Once you have revised your letter, you are ready to save the file. You will notice that the cursor is probably in the middle of your letter. You can save or print the letter at any time, regardless of the location of the cursor. Thus,

Press [S]

By tying an = (equal sign), you will save only the revised version of **letter1** on your data diskette.

If you would like to keep the original as well as the revised file, the file now on the screen must be

.li0
.lm10
.rm70
.pm0
.cj
All Seasons Gymnastics Center
1234 Brown Road
Anytown, AZ 85251
.lj

Joan Jones
4689 E. Osborn
Phoenix, AZ 85017

Dear Mrs. Jones:

Thank you for inquiring about our gymnastics classes.

Our gymnastics classes are filling up quickly because parents are realizing how important it is for children to be physically fit.

Enclosed with this letter is all the information that you will need to enroll your child in our gymnastics instruction. Fill out the forms as soon as possible and send them back to us to assure your child a place in this session.

Sincerely,

John Brown
.ff

saved under a new name. To do this, you would simply type a new name. Since we want to save only the revision,

Type: = (equal sign)
Press RETURN

BACKING UP A FILE

It is good practice to make a second copy, called a “back-up,” of your more important files. We will demonstrate this procedure in this section.

Saving a file under a new name is the procedure used to “back up” the original file. It is advisable to back up your file in case something should happen to the original file. It is also a good idea to back up the file on another diskette. Simply insert a second data diskette into the disk drive just prior to giving the “save” command.

Let’s practice backing up a file using the **letter1** file now on the screen. We will not bother to use a second data diskette at this point. Notice that the file name, **letter1**, appears on the data line next to the FILE indicator. We will save the back-up file under the name **let1.bak**.

Press [S]

You will see the following message at the bottom of your screen.



[S]AVE: ■

Type: let1.bak
Press RETURN

You will notice that the name on the data line has been changed to **let1.bak**. Each time that you save a file, the current name is displayed on the data line.

Additional Fact

It is advisable to back up your files on a second diskette. If you have a two drive system, you may want to use the second drive to store the back-up file. You can then copy your original file by typing **[S]let1.bak,d2**. The suffix, **d2**, changes the active disk drive to **d2**. The next time that you use disk drive 1 to save or load a file, type **filename,d1** (5-2).

BACK-UP FILE

a duplicate of the
original file saved
under a different
name

Now let's print the revised version of the letter called **let1.bak**.

Press [P]

Type: np

Press RETURN

TERMINATING PRINTING

As your document is being printed, you may notice a major error in the text. It is a simple matter to terminate the printing to make the necessary correction, and then to reprint the document. Let's see how this is done.

Again, let's print **let1.bak**. This time, however,

we will halt printing by pressing the ESC key while printing is taking place.

Check that **let1.bak** is on the screen.

Press [P]
Type: np
Press RETURN

After printing has begun,

Press ESC
(to terminate printing)

With the text still on the screen, you can begin editing the file immediately. Following revision, you can print it by pressing [P].

PRINTING PART OF A FILE

In the course of preparing a document, you may decide to print only part of the document. This occurs most often when a serious error appears at the end of a lengthy file. Printing from the beginning of the file would be a waste of time and paper, since only the end of the file needs to be reprinted.

Let's practice printing part of a file, using the embedded command **.ep0**. Once again, let's print the file **let1.bak**, but this time we will print everything except the second paragraph.

Move the cursor to the leftmost position on the blank line between the first two paragraphs.

Type: .ep0
(this turns off printing)

Now move the cursor to the leftmost position on the blank line between the second and third paragraphs.

Type: **.ep1**
(turns printing on)
Press RETURN

Finally, let's print the file on the screen.

Press [P]

Type: **np**
Press RETURN

The file **let1.bak** should have been printed, with the second paragraph deleted.

SUMMARY

1. *Printing your file*
 - a. Check that your printer is on.
 - b. Press [P].
 - c. Type **np**.
 - d. Press RETURN.
2. *Backing up your file*
 - a. Insert another data diskette into the disk drive.
 - b. Copy the original file (on the screen by pressing [P] and typing a new name.
3. *Terminating printing*

Printing is terminated by pressing ESC.
4. *Printing part of your file*

In order to prevent a block of text within the file from being printed:

 - a. type **.ep0** at the beginning of the block to turn printing off.
 - b. Type **.ep1** at the end of the block to turn printing on.

ENDNOTES FOR APPLE WRITER III

- (5-1) Before you can use the printer, you must indicate to the computer the destination of the printer output. This procedure should be followed each time that you begin word processing. To do this, you must bring the Print Menu to the screen.

Press [P]

Type: ?

Press RETURN

In order to indicate that you are using a standard printer,

Type: pd.printer

Press RETURN

- (5-2) In order to save the file on disk drive 2,

Type: [S].d2/let1.bak

6

Arranging Text

In this lesson you will learn how to

- indent paragraphs*
- format margins*
- justify text*
- double space text*

The way in which format commands can be used to lay out your document was demonstrated in a previous chapter. In this chapter, we take a more in-depth look at format commands and illustrate how they can be incorporated into your writing.

CREATING A NEW DOCUMENT

We will begin by creating a new document.

Press [N]
Type: y
Press RETURN

Let's use a left margin of 5, a right margin of 65, and left justification.

Type: **.lm5**
Press RETURN

Type: **.rm65**
Press RETURN

Type: **.lj**
Press RETURN

Type:

The CTRL key on your keyboard is very similar to the SHIFT key. First, you always press it while you are pressing another key. Like the SHIFT key, the CTRL key changes what happens when you press some other key.

Press RETURN twice

Instead of saying, “While holding down the CTRL key with one finger, press K with another,” we can be briefer by just saying “Press CTRL K.”

Press RETURN

CHANGING TO INDENTED PARAGRAPHS

Indenting a paragraph using a format command is a simple procedure. The format command **.pm5** instructs the computer to indent the first line of every paragraph 5 spaces. After inserting this format command, it is not necessary to indent each paragraph manually as you are typing.

Using the file on your screen, let's set up for indenting five spaces.

First, move the cursor to the beginning of your text.

Press [B]

Now move the cursor to the right of the format command **.lm5** as shown on the next screen.

```
.lm5  
.rm65  
.lj
```

Press RETURN (to insert a new line)

Type: .pm5

Notice that the paragraphs on your screen are still flush with the left margin. Although indenting is not displayed on your screen, all paragraphs of the printed text will be indented. Upon printing, the first line of every paragraph will be indented 5 spaces from the left margin, as we shall demonstrate in a moment.

Now, for practice, let's indent the second paragraph 10 spaces.

Move the cursor to the line between the first and second paragraphs.

Press RETURN (to insert a line)

Type: .pm10

Press RETURN

PARAGRAPH MARGIN (.PM#)

indents each paragraph #
spaces automatically

Let's print your document to see how the format commands for indenting modify the printed text.

Press [P]

You will see the following message at the bottom of your screen.

[P] RINT/PROGRAM : ☐

Type: np

Press RETURN

Compare your printed text with the next screen. Observe that the first and second printed paragraphs are indented five and ten spaces, respectively. Notice that the second format command for indenting, **.pm10**, overrides the first command, **.pm5**.

The CTRL key on your keyboard is very similar to the SHIFT key. First, you always press it while you are pressing another key. Like the SHIFT key, the CTRL key changes what happens when you press some other key.

Instead of saying, "While holding down the CTRL key with one finger, press K with another," we can be briefer by just saying "Press CTRL K."

PRINTING DOUBLE-SPACED, UNJUSTIFIED

To illustrate some of the options that you have in printing a document, we will mention some additional format commands. Double spacing and full justification are two popular styles for printing text. They are demonstrated next.

Vertical Spacing

Normally, Apple Writer will print the text single spaced. Single spacing is called the “default” setting. Entering **.li1** changes the default setting. All the text following the format command will then be double spaced.

Using the text on the screen, let's change single spacing (default setting) to double spacing.

DEFAULT VALUES

the “normal” format
values set by the
Apple Writer program

Move the cursor to the right of the line **.pm5**.

Press RETURN

Type: .li1

Now let's print the document.

Press [P]

Type: np

Press RETURN

As shown in Exhibit 6.1, the printed text is now double spaced. Also, notice two extra vertical spaces separating the two paragraphs. These extra vertical spaces can be eliminated by deleting the carriage return separating the two paragraphs.

Move the cursor to the beginning of the second paragraph on the letter **I** of the word, **Instead**.

[If you are using an Apple II or II Plus, the cursor is placed to the left of the I.]

Press DELETE
[If using the Apple II Plus
press ← key]

EXHIBIT 6.1

PRINTED TEXT-DOUBLE SPACING

The CTRL key on your keyboard is very similar to the SHIFT key. First, you always press it while you are pressing another key. Like the SHIFT key, the CTRL key changes what happens when you press some other key.

Instead of saying, "While holding down the CTRL key with one finger, press K with another," we can be briefer by just saying "Press CTRL K."

Again observe that although the printed document has been prepared for double spacing, on the monitor you do not see the text as being double spaced. The vertical spacing is changed when the document is printed out.

Additional Fact

Typing [P]? and pressing RETURN will bring to the screen the **PRINT MENU**.

This display shows the current format commands for the printed document. Note that the paragraph margin (indenting), abbreviated as **pm**, is presently set to 10. It is recommended that, when printing several documents consecutively, you check the Print Menu to see the current format commands.

JUSTIFICATION

Full justification places the text flush at both the left and right margins. It is formatted using the command **.fj**. Let's demonstrate how a fully justified text appears when printed.

First, we will replace left justification with full justification. Move your cursor to the right of the format command **.lj**. In order to delete this command,

Press DELETE three times

*[If using the Apple II or II Plus
press ← three times]*

Now insert the command for full justification.

Type: .fj

Full justification is often used for narrow columns of text. We can reduce the width of our text by reducing the right margin to 35.

Move your cursor to the right of the format command **.rm65** and delete the number 65.

Press DELETE

*[If using an Apple II or
II Plus, press ←]*

Type: 35

You are now ready to print a fully justified document.

Press [P]

Type: np

Press RETURN

Notice how the text appears as a column, flush at the left and right margins.

SUMMARY

The following format commands are used to indent paragraphs, set spacing of text, and justify text.

- .pm#** automatically indents all paragraphs # spaces to the right.
- .li1** double spaces the printed text.
- .fj** fully justifies text so that text is flush at both the left and right margins.
- .lj** justifies the text at the left margin only.
- .rj** justifies the text at the right margin only.

Printing is terminated by pressing the ESC key.

Pressing [P]? brings the **Print Menu** to the screen. The menu shows the current printing options, which can be overridden by typing the option and a new value.

EXERCISE

Before beginning this exercise, clear the computer's memory.

Press [N]

Type: y

Press RETURN

Change the layout of **letter1** using the above format commands. Use double spacing, full justification, and indented paragraphs in the revision.

Part Two

ADVANCED FEATURES

7

Search and Replacement

In this chapter you will learn how to

- search for target words*
- replace target words automatically*
- replace words automatically*

It is not uncommon to misspell a word that appears throughout your text. It is a great advantage to be able to find quickly this word or group of words in your text. With Apple Writer's search-and-replace command, you can easily find and replace any word or group of words with a few keystrokes.

SEARCHING A FILE

In order to illustrate a search, let's find a particular word, called the "target," in the file **letter1**.

Let's begin by clearing the computer's memory and loading **letter1**.

Press [N]

Type: y
Press RETURN

In order to load the file from your data diskette,

Press [L]

Type: letter1
Press RETURN

You should now see on the screen the ending of your file **letter1**.

Searches generally start at the beginning of the file and proceed toward the end. To go to the beginning of the file,

Press [B]

Pressing [B] automatically points the arrow indicator on the data line in the forward direction (7-1).

Check that the arrow on the data line is now facing right >, indicating a forward search.

The direction of the search is indicated by the arrow indicator on the data line: > indicates a forward search; < indicates a backward search, proceeding from the end of the file to the beginning. You can change (toggle) the direction of the arrow by pressing [D].

Let's search for the word **gymnastics**.

Press [F]

You will see the following prompt at the bottom of your screen.



FIND : 

The computer is asking what word you want to find.

**Type: /gymnastics/
Press RETURN**

It is necessary to type a slash both before and after the target word. These slashes, which are called “delimiters,” are used to define the precise target.

When the computer has found the first occurrence of the word **gymnastics**, you will see a solid square cursor (not flashing) directly in front of the target.

In addition, you will see the following prompt at the bottom of your screen.

```
[F]IND: RETURN = PROCEED
```

The computer is asking if you want it to continue searching for the next occurrence of the word **gymnastics**. If you want to continue the search, you need only press RETURN. If you want to end the search, press any other key.

CONTROL-F [F]
used to find a
target word or
string of characters
delimited by slashes
(//)

Let's suppose that you would like to add the words **and weight training** following the word **gymnastics**. Having found the first occurrence of the word **gymnastics**, you are ready to end the search in order to add the additional text.

**Press SPACE BAR (to
get out of the search mode)**

Move the cursor to the left of the word **classes**.

**Type: and weight training
Press SPACE BAR**

Now let's continue the search for the second occurrence of the target word **gymnastics**. Check that the arrow on the data line is facing right, >.

Press [F]

You will see the following prompt at the bottom of your screen.



[F] IND : 

By typing an = (equal sign), you are indicating to the computer that you want it to continue searching for the last target, in this case, **gymnastics**.

**Type: =
Press RETURN**

The cursor should now be directly to the left of the second occurrence of the word **gymnastics**. Press SPACE BAR (to get out of the search mode). Move the cursor to the right of the word **gymnastics**.

**Type: and weight training
Press SPACE BAR.**

To continue the search,

Press [F]

Type: =

Press RETURN

The search is completed when the cursor moves to the very end of the text.

You may have noticed that **gymnastics** was found, but not **Gymnastics**. To find **Gymnastics**, you will need to capitalize the letter **G** to indicate the target.

If you would like to find all occurrences of the target, regardless of capitalization, simply delete the first few letters of the target. In this case, you might search for **/nastics/**.

For practice, find all the occurrences of the word **is**. To start the search at the beginning of the file,

Press [B]

Press [F]

Type: /is/

Press RETURN

Continue to press RETURN until all occurrences of the letter combination **IS** are found. Notice that the computer finds all occurrences of **IS**, even when it is part of another word.

REPLACING A WORD

You may have the computer automatically replace the target each time that it is found. Let's illustrate how this is done.

Begin by going to the beginning of the file. Check that the direction arrow is facing **>**. Again **[B]** automatically points the arrow in the forward direction.

Press [B]

Press [F]

In this example, let's instruct the computer to find the word **classes** and replace it with the word **courses**.

Type: /classes/courses/

Press RETURN

The computer will find the first occurrence of the word **classes**. You will see a solid white square directly in front of the word **classes**.

The following message will appear at the bottom of your screen:

[F]IND: RETURN=PROCEED / Y=REPLACE ■

The computer is giving you two options.

1. If you do not want to replace the word **classes** with the word **courses**, you would press RETURN.
2. If you do want this target replaced, type **y**.

Regardless of which option is selected, the search is continued from this point.

If at any time you want to abandon the search-and-replace operation, press the SPACE BAR or any key except the RETURN and Y keys.

Let's make the replacement.

Type: y

After typing Y, you will see the prompt,

RETURN=PROCEED ■

The computer is asking if you want to continue the search. If you want to end the search, press any key except RETURN. Since you would like to continue the search and replacement,

Press RETURN

Continue until all occurrences of the target, **classes**, have been replaced with the word **courses**.

SEARCH-AND-REPLACE

a target word is replaced
by pressing [F], then
typing
/"target"/"replacement"/

REPLACING WORDS AUTOMATICALLY

Target words may be replaced throughout the file without your intervention. When you use this method, all occurrences of the target are found and replaced automatically.

Let's see how this is done.

First clear the memory of the computer.

Press [N]

Type: y

Press RETURN

Type:

Apple Writer is a popular word processing program for the personal computer. To use Apple Writer, you will need an Apple personal computer and one disk drive.

Let's replace the term **personal** with the word **business**. Starting at the beginning of the file,

Press [B]

Press [F]

Type:

/personal/business/a

Press RETURN

The addition of the letter **a** to the instruction automates the entire search-and-replace operation. Searching and replacing will be done so quickly that you may not see it happen on the screen.

It is a good idea, however, to check that the search-and-replace operation has been completed successfully. Using the [F] instruction, check your text to confirm that the word **personal** was replaced by the word **business**.

For practice, let's change the word **business** back to the word **personal**.

Let's begin the search at the end of the file, proceeding from the end of the file to the beginning.

With the automatic search-and-replace option, the cursor remains at the location where the search is begun. Since we want to do a search from the end of the file,

**Press [E] (to go to the end
of the file)**

The direction arrow will automatically point backwards. We are ready to try the search-and-replacement.

Press [F]

Type: /business/personal/a

Press RETURN

Finally, check that the replacement was accomplished successfully.

SUMMARY

Searching for a target word or string of characters is done by pressing [F] and then typing the target word delimited by slashes as follows:

/“target”/.

Searching for and replacing the target word is done by pressing [F] and then typing the target word and its replacement as follows:

/“target”/“replacement”/.

Replacement of the target throughout the text is done automatically by typing [F] and then typing: **/“target”/“replacement”/a.**

ENDNOTES FOR APPLE WRITER III

- (7-1) The direction arrows, < and >, appear in the cursor and not on the data line.

8

Rearranging Text

In this lesson you will learn how to

- move a block of text*
- delete a block of text*
- copy a block of text*

Often, your document will undergo several revisions before it is in its final form. Items will be deleted, blocks of text will be added, and paragraphs will be rearranged in the editing process. In the “good old days,” this kind of rearranging meant cutting-and-pasting blocks of text.

Moving text around in your document is an important editing feature of word processing. You will find that Apple Writer enables you to rearrange your text easily without having to retype the document.

EDITING

changing the document by correcting, deleting, moving, and reformatting the text

MOVING TEXT

Before beginning this section, let's clear the computer's memory.

Press [N]

Type: y

Press RETURN

Sometimes it is necessary to move an entire paragraph. The procedure for moving a block of text is quite simple.

Blocks of text are moved by first placing the block in a special area of the computer's memory called the "memory buffer." Up to 12 lines of text can be set aside in the buffer to be recalled into a new location. If a block contains more than 12 lines, it must be divided into smaller segments and moved one segment at a time.

MEMORY BUFFER

the area of a
computer's memory
used for temporary
storage of text

Direction Arrows

The direction arrow in the leftmost position of the data line will be used in moving blocks of text. The leftfacing arrow (<) indicates that text may be deleted. The rightfacing arrow (>) indicates that text stored in the buffer may be reinserted.

The direction of the arrow is changed (toggled) by pressing [D]. Let's practice changing the direction of the arrow. Notice how the arrow changes direction with each [D] keystroke.

Press [D] several times

CONTROL-D [D]

changes the
direction of the
arrow symbol from <
(deletion) to >
(insertion)

MOVING A PARAGRAPH

A paragraph may be moved from one place in your text to another with a few keystrokes. A paragraph is defined as a block of text ending at the location of the cursor and beginning at the last RETURN (carriage return).

Let's illustrate how to move a paragraph.

Type:

There is actually a pizza restaurant in the Valley that has a separate room for computer learning.

Press RETURN (twice)

The impact of the computer industry in our lives is a reality. It is not just a matter of being in the classroom.

Move the cursor to the end of the first paragraph, after the word **learning**.

Press [D] (until < shows on the data line)

Press [X] (to place the paragraph in the buffer)

You will notice that the first paragraph has disappeared from the screen.

Now move the cursor to the end of the remaining paragraph, after the word **classroom**, as shown below.

The impact of the computer industry in our lives is a reality. It is not just a matter of being in the classroom. █

Since we want to skip a line between the two paragraphs,

Press RETURN twice

[If you are using an Apple II or II Plus, you must leave the cursor move mode and enter the typing mode in order to skip a line. Therefore, press SPACE BAR before pressing RETURN.]

Press D (until the > appears on the data line)

Press [X] (to see the paragraph reappear)

Check your text against the screen below.

The impact of the computer industry in our lives is a reality. It is not just a matter of being in the classroom.

There is actually a pizza restaurant in the Valley that has a separate room for computer learning. █

CONTROL-X [X]

deletes, <, and
inserts, >, blocks
of text

Let's practice moving a paragraph once more.
First, clear the screen and the computer's memory.

Press [N]

Type: y

Press RETURN

Type:

**Tomorrow will be a warm day. There will
be no rain.**

Press RETURN twice

**Today was a cool wet day. The sun hid
behind the clouds.**

Let's reverse the order of the two paragraphs.
Move the cursor to the end of the second
paragraph, after the word **clouds**.

**Press [D] (until <
appears on the data
line)**

**Press [X] (to place the
second paragraph in the
buffer)**

Now move the cursor to the upper leftmost posi-
tion of the remaining paragraph, as shown in the
next screen.

Tomorrow will be a warm day. There will
be no rain.

[If you are using an Apple II or II Plus, the square cursor will be to the left of the word Tomorrow.]

**Press RETURN twice
(to insert two lines at the
top)**

Move the cursor up two lines using the arrow keys *[for the cursor move keys for the Apple II or II Plus.]* Now we are ready to insert the paragraph saved earlier.

**Press [D] (until >
appears on the data line)**

**Press [X] (for the
paragraph to reappear)**

Your two paragraphs should now look like those on the screen below.

Today was a cool wet day. The sun hid
behind the clouds. █

Tomorrow will be a warm day. There will
be no rain.

DELETING A PARAGRAPH

A paragraph of up to twelve lines may be deleted in one keystroke. Simply place the cursor at the end of the paragraph to be deleted. With the left-facing arrow on the data line, press [X].

Let's practice this procedure by deleting the first paragraph on your screen.

Move the cursor to the end of the first paragraph, after the word **clouds**.

Press [D] (until the < appears on the data line)

Press [X] (for the paragraph to disappear)

MOVING WORDS

Apple Writer enables you to delete single words. This feature is especially useful for deleting sentences.

A word is defined as a string of characters to the left of the cursor preceded by a space. The command used to delete a single word is [W]. It is also used in conjunction with the directional arrow on the data line.

The procedure is as follows. First check the directional arrow on your data line. If the arrow is facing to the left, <, then the word will be deleted when you press [W]. If your arrow is facing right, >, then the word will be inserted when you press [W].

Let's use [W] to move a sentence. First, we will delete the sentence, one word at a time. Then, after moving the cursor, we will insert the sentence, one word at a time.

Press [D] (until the arrow is facing left <)

If your cursor is not to the right of the last word, **rain**, move it to this location.

Press [W] (until all the words of the last sentence disappear)

Your screen should now look like the one below.

Tomorrow will be a warm day. █

Now let's reinsert the words of the last sentence.
Move the cursor to the letter T in the word
Tomorrow.

*[If you are using an Apple II or II Plus, move the
cursor to the left of the word Tomorrow.]*

**Press [D] (until the >
appears on the data line)**

**Press [W] (until all the
words of the sentence
reappear)**

This completes the process of reversing the order
of the sentences.

CONTROL-W [W]
deletes, <, and
inserts, >, a single
word

Before going on to the next section let's clear the
screen and the computer's memory.

**Press [N]
Type: y
Press RETURN**

DUPLICATING A BLOCK OF TEXT

Sometimes it is convenient to use a particular block
of text in two different places in your document.
You can save time and effort by copying the block
and inserting it in a second location.

Type the following paragraph.

Type:

In a separate package, I have sent you my new hearing device. Enclosed with this note you will find instructions describing the operation of the device.

Press RETURN twice

Also enclosed is a brochure describing the device's medical and entertainment applications.

In order to duplicate a block of text,

1. Mark the beginning and end of the block with two different and distinctive symbols (for example, \$, %, #). These symbols should not be found anywhere else in your document.


Move the cursor to the left of the second sentence, to the left of the word **Enclosed**.

Type: \$

Now move the cursor to the right of the word **device**.

Type: &

You should see the following text on your screen:

In a separate package I have sent you
my new hearing device. \$Enclosed with
this note you will find instructions
describing the operation of the device.& 

Also enclosed is a brochure describing
the device's medical and entertainment
applications.

2. To copy the sentence in a second location, you must move the cursor to the desired location.

Move the cursor to the right of the word **applications**.

Press SPACE BAR

3. In order to copy the sentence at its new location (8-1):

Press [L]

Type: #/\$/&/
Press RETURN

The screen below displays the original and copied sentences.

In a separate package I have sent my
new hearing device. \$Enclosed with this
note you will find instructions
describing the operation of the device.&

Also enclosed is a brochure describing
the device's medical entertainment
applications. \$Enclosed with this note
you will find instructions describing
the operation of the device.& █

Notice the presence of the characters used to delimit the text. Since they no longer are needed, for practice, erase them.

SUMMARY

Moving Paragraphs

1. Place the cursor to the right of the last word of the paragraph to be moved.
2. Press [D] until < (left-facing arrow) shows on the data line.
3. Press [X] to delete the block of text. A block begins with a carriage return and ends at the cursor location.
4. Move the cursor to the place where you want to insert the paragraph.
5. Press [D] until > (right-facing arrow) shows on the data line.
6. Press [X] for the paragraph to reappear.

Moving words

1. Place the cursor to the right of the word to be deleted.
2. Press [D] until < (left-facing arrow) shows on the data line.
3. Press [W] to delete the word. A word is defined as a string of characters beginning with a space and ending at the cursor location.
4. Move the cursor to the location where the word is to be inserted.
5. With > on the data line, press [W].

Deleting blocks of text

1. Place the cursor to the right of the last word of the block to be deleted.
2. Press [D] until < (left-facing arrow) shows on the data line.
3. Press [X] for the block to be deleted.

Duplicating a block of text

1. Delimit the block with two distinctive characters, such as \$ and &.
2. Move the cursor to where you would like to insert the copy.

3. Press [L].
4. Type #/\$/&/ for the copied version to be inserted at the location of the cursor.
5. Erase the delimiting characters.

EXERCISE

Before beginning this exercise, let's clear the screen.

**Press [N]
Type: y
Press RETURN**

Type the following paragraphs.

Type:

**Things have been going very well here.
All the things that I had hoped to
accomplish have occurred.**

Press RETURN twice

**I enjoyed receiving your letter while
you were visiting England. I wish that
I could be with you.**

Now change the order of these two paragraphs.
Move the cursor to the end of the first
paragraph, to the right of the word **occurred**.

**Press [D] (until the <
appears on the data line)**

**Press [X] (for the
paragraph to be
deleted)**

Move the cursor to the rightmost position of the last line of the remaining paragraph, to the right of the word **you**.

**Press RETURN twice
(to skip a line)**

**Press [D] (until the > appears
on the data line)**

**Press [X] (to insert the
paragraph at its new
position)**

ENDNOTES FOR APPLE WRITER III

- (8-1) When saving or loading blocks of text, the delimiter must be an exclamation point, !. Thus, the format for the next instruction is:

[L] #!\$!&!

9

More “Cutting and Pasting”

In this chapter you will learn how to

- save part of a file*
- load part of a file*
- add a block to another file*
- combine two files*

In the previous chapter, you learned how to move blocks of text from one place in your file to another. It is helpful to be able to save portions of files on diskette so that they can be used in other files. This would be useful, for example, when you are typing lengthy documents containing sections you would like to save individually. These sections are called “boilerplate.”

SAVING PART OF A FILE

Let’s begin by breaking up a large document into several smaller files.

First clear the screen and type the text below.

Press [N]

Type: y
Press RETURN

Type:
A report is written or verbal message that conveys information. In most businesses, management needs facts to determine what direction the business should take.

Press RETURN twice

Most reports are needed by management to solve a problem or make a decision. Whatever the problem, the following steps are the logical ones for finding a solution.

Press RETURN twice

- 1. Recognize and define the problem.**
- 2. Select a method of solution.**
- 3. Collect and organize data.**
- 4. Arrive at an answer.**

Press RETURN twice

Reports are written after people analyze a problem. They represent an attempt to communicate the solution to a problem.

Let's save the entire text under the file name report.

Press [S]

Type: report
Press RETURN

After saving the preceding file, suppose you decide that you want to save the last three paragraphs as a separate file. To do this, follow these steps.

1. Mark the end of the section of text that you want to save with a distinctive character, one that will not be found anywhere else in your document.

2. Move your cursor to the beginning of the block of text that you want to save.

3. Press [S].

4. Type the name of your new file followed by a slash (/), then the marker that you previously placed at the end of your text, followed by another slash (/),

5. Press RETURN.

Let's practice this procedure now by saving the last three paragraphs as a separate file. The entire file should still be on your screen.

Move your cursor to the end of the file and insert an asterisk, *.

Type: *

Move your cursor to the beginning of the second paragraph, to the beginning of the word **Most**.

We are now ready to save the block of text delimited by the cursor and the asterisk (9-1).

Press [S].

Type: problem//**

Press RETURN

Notice that the FILE indicator on the data line displays the name **problem**. This is technically incorrect, since the name of the larger file, you recall, is **report**. You must be careful when saving parts of larger files to re-name the files each time [S] is pressed.

Now let's save the first paragraph of the larger file under the name **intro**.

Move your cursor to the end of the first paragraph.

Type: \$

Now move the cursor to the beginning of the file.

Press [B]

You can now save this portion of your text.

Press [S]

Type: intro/\$/ (9-2)

Press RETURN

Now let's check that the two files have been saved correctly.

Clear your computer's memory and load the file **intro**.

Press [N]

Type: y

Press RETURN

Press [L]

Type: intro

Press RETURN

The first paragraph of the original file should now be on your screen.

Now let's load the block saved under the name **problem**.

Press RETURN twice (to skip a line between paragraphs)

Press [L]

Type: problem
Press RETURN

You should now see on the screen the original file.

All that remains to be done is to delete the delimiting characters.

LOADING PART OF A FILE

It is sometimes convenient to load part of a file that is saved on diskette. Let's illustrate how this is done.

First clear the screen.

Press [N]

Type: y
Press RETURN

Now we will load a section of the file **report**. Let's bring to the screen the four steps for solving a problem included in the file **report**.

Press [L]

We must now specify the name of the file and the block of text from the file that is to be loaded.

Type: report/1./answer./
Press RETURN (9-3)

On the screen you should see the specified block.

ADDING A BLOCK TO ANOTHER FILE

It is also possible to add a block of text to a previously saved file. The combined file on diskette then is composed of two blocks of text.

Let's illustrate this procedure by adding another paragraph to the file named **problem**.

Let's clear your computer's memory.

Press [N]

Type: y

Press RETURN

Now type a new file.

Type:

One of the major obstacles to research planning is failing to establish or recognize limitations. You must first reduce a problem to reasonable proportions, and then clearly define your terms. In all forms of report writing, it is very important to make a careful analysis of the language used so that there will be no misunderstandings.

Let's save this paragraph for future use under the name **more**.

Press [S]

Type: more

Press RETURN

You are ready to add the text on the screen to your previously saved file, **problem**.

Let's suppose that you want to add the first two sentences of the file **more** to the file **problem**.

First move your cursor to the beginning of the paragraph.

Press [B]

Your cursor will now be at the beginning of your paragraph.

Press [S] (9-4)

Type: problem/terms./ +

Press RETURN

The last instruction commands the computer to insert the block of text beginning at the cursor and ending at the word **terms.** to the file named **problem**.

Let's see if the new block of text has actually been added to the file **problem**.

Press [N]

Type: y

Press RETURN

You should now have a clear screen in front of you. Let's load the file **problem**.

Press [L]

Type: problem

Press RETURN

Notice that the previously saved block has been added to the original file, **problem**.

COMBINING TWO FILES

It is also possible to add an entire file to a previously saved file.

Let's suppose that you decide that you would like to combine the entire **more** file with the **report** file.

Press [N]

Type: y

Press RETURN

Begin by loading the file **more**.

Press [L]

Type: more

Press RETURN

The file **more** should now be on the screen. Let's now add it to the **report** file, which has been saved on diskette.

Press [S]

Type: report +

Press RETURN

Let's check that the combined file, **report**, includes the newer text.

Press [N]

Type: y

Press RETURN

Press [L]

Type: report

Press RETURN

You will notice that the **more** file has been added to the end of the original **report** file.

SUMMARY

Saving a block of text

To save a block of text, follow these steps.

1. Delimit the end of the block with a distinctive marker such as an asterisk.
2. Move the cursor to the beginning of the block to be saved.
3. Press [S].
4. Type a new name for the file, as follows: **newname/*** /.
5. Press RETURN.

Adding a portion of a file to another file

To add a block of text through a given word to a previously saved file, follow these steps.

1. Place the cursor at the beginning of the block of text.
2. Press [S].
3. Type a new name for the file, as follows: **newname/word** / + .
4. Press RETURN.

Adding a whole file to a previously saved file

To add text on the screen to the end of a file named **oldname** that was saved on diskette, follow these steps.

1. Press [S].
2. Type **oldname** + .
3. Press RETURN.

ENDNOTES FOR APPLE WRITER III

- (9-1) Many of the file names in this chapter include delimiters. Remember that the proper delimiter for Apple Writer III is an exclamation point, !. Thus, whenever you see a slash, /, used as a delimiter, substitute an exclamation point, !.

The name of the next file should be:

problem!★!

- (9-2) Type the file name as follows:

intro!\$!

- (9-3) Type the file name as follows:

report!1.!answer.!

- (9-4) Type the file name as follows:

problem!terms.! +

10

Glossary

In this lesson you will learn how to
—define glossary terms
—build a glossary table
—store and retrieve the glossary

There are occasions when you repeatedly use certain words or phrases in a document. Often, these terms are difficult or cumbersome to type. By using the **glossary** feature of Apple Writer, you can considerably reduce this difficulty.

A glossary is a list of words or strings of characters, each defined or identified by a single keystroke. When typing a document, the single keystroke from the glossary is substituted for the much longer string of characters. The savings of time and effort can be considerable.

GLOSSARY

a list of terms,
each defined by a
single keystroke

BRIEF GLOSSARY

Defining Terms

Prior to typing a document, it is good practice to define a brief glossary of terms that will appear several times within the document. In order to define glossary terms, follow the steps below.

First clear the computer's memory.

Press [N]

Type: y

Press RETURN

Press [G]

You will see the following screen on your monitor.

```
[G]LOSSARY .(?=DEFINE/*=PURGE) : █
```

Since we wish to define a glossary term at this point,

Type: ?

You will see the following message on your screen.

```
ENTER NEW DEFINITION : █
```

The computer is asking you to define a term to be included in your glossary. The term is preceded by

a single character. This character, when pressed, will insert the definition into the document.

In the example below, the term **Anasazi Indians** is preceded by the character **a**.

Type: aAnasazi Indians
Press RETURN

The glossary term has now been defined and is available for use in your document.

CONTROL-G [G]
defines and inserts
glossary terms

Using the Glossary

In this example, the letter **a** defines the term **Anasazi Indians**.

Whenever you want to type the term **Anasazi Indians**, you need only press the [G] key and then press the letter **a**. The term **Anasazi Indians** will automatically be inserted into the text at the position of your cursor.

Let's practice using this glossary term.

Type:
It is most important for those of us who
live in the Southwest to understand the
relation of the

Press SPACE BAR

Press [G]

On your screen you will see:

[G]LOSSARY (?=DEFINE/*=PURGE) : ■

Type: a

Type:

**to our early ancestors. Only by
studying and understanding their culture
can we truly be in touch with our
present society.**

The term **Anasazi Indians** should have been inserted in the proper location in your text.

Additional Fact

Using the Apple IIe, a glossary term can be inserted by pressing the OUTLINED APPLE key and the designated letter at the same time.

GLOSSARY TABLE

Creating the Table

When we create a single glossary definition, as we just did, the definition can only be used until the computer is turned off.

If you find yourself using the same glossary terms frequently, you may want to save the list of terms permanently in a glossary table. In this way, you will not have to retype the glossary every time you begin entering text. You merely have to load the glossary table stored on diskette.

Press [N]

Type: y

Press RETURN

You have now cleared the computer's memory and should have a clear screen in front of you.

A table of glossary definitions is treated in the same way as any other file. In the next example, each phrase or name is preceded by a letter or character.

Type: aAnasazi Indians

Press RETURN

Type: bAssiniboin Indians

Press RETURN

Type: cHohokam Indians

Press RETURN

Additional Fact

A glossary term may include up to 128 characters, including carriage returns. A carriage return is inserted by typing a right bracket,].

Now we will save this file.

Press [S]

Let's name the glossary table **indians**.

Type: indians

Press RETURN

GLOSSARY TABLE

a file containing a
list of glossary
definitions

You have now saved on diskette a file containing your glossary definitions.

RETRIEVING A GLOSSARY FILE

Each time that you wish to use the terms in a glossary table, you must load the glossary file from the diskette into the computer's memory. To load a glossary file, we must use the **Additional Functions Menu**.

Let's demonstrate this function. First clear the computer's memory.

Press [N]

Type: y

Press RETURN

You are now ready to load your glossary file from your diskette. You must first request the **Additional Functions Menu**.

Press [Q]

You will see the following screen on your monitor (10-1).

ADDITIONAL FUNCTIONS MENU

- A. Load tab file
- B. Save tab file
- C. Load print/program value file
- D. Save print/program value file
- E. Load [G]lossary file
- F. Save [G]lossary file
- G. Toggle carriage return display
- H. Toggle data line display
- I. Connect keyboard to printer
- J. Convert Apple Writer 1.1 files
- K. Quit Apple Writer

Press RETURN to exit

Enter your selection (a-k) :

Type: E

*[If you are using the
Apple II or II Plus,
type: 5]*

You will see the following message at the bottom
of your screen.

ENTER FILE NAME :

Type: indians

Press RETURN

Although you have loaded your glossary file **in-**
dians into the computer's memory, nothing will ap-
pear on the screen. Nevertheless, the glossary terms
are available, as will be demonstrated.

CONTROL-Q [Q]

requests the
Additional Functions
Menu

Once you have loaded your glossary file named
indians you can use the glossary definitions by
pressing [G] and the designated letter.

Let's illustrate the use of the glossary table.

Type:

**The following tribes have lived in the
Southwest for hundreds of years:**

Press SPACE BAR

Press [G]

Type: a;

Press SPACE BAR

Press [G]

**Type: b;
Press SPACE BAR**

Press [G]

**Type: c.
Press SPACE BAR**

EDITING A GLOSSARY FILE

After you have prepared a glossary table, you may decide to either change or expand the file. Simply load the file by pressing [L] in the way that you would load any file and treat the file as though it were an ordinary document file.

SUMMARY

A glossary is a list of terms or string of characters defined by a single keystroke. When typing a document, the single keystroke is substituted for the much longer string of characters.

A **glossary term** is defined using the following procedure:

1. Press [G].
2. Type: ?.
3. Type a single character followed by the definition or term.
4. Press RETURN.

A **glossary table** is constructed by following these steps:

1. Clear the screen by pressing [N].

2. Type each definition, preceded by a designated character, on its own line.
3. The file is saved on diskette by pressing [S] and typing the name of the glossary file.

Prior to typing a document, you must load the glossary table into the computer's memory. Follow these steps:

1. Request the Additional Functions Menu by pressing [Q].
2. Type E or *5 for Apple II or II Plus*.
3. Type your glossary file's name.

When typing a document, the glossary term is entered into the text by pressing [G] and then the character defining the term.

ENDNOTES FOR APPLE WRITER III

(10-1) The Additional Functions Menu is numbered differently for the Apple III. It will appear on your screen as shown below:

ADDITIONAL FUNCTIONS MENU

1. Load tab file
2. Save tab file
3. Load print/program value file
4. Save print/program value file
5. Load [G]lossary file
6. Toggle carriage return display
7. Load character set
8. Quit Apple Writer

Press RETURN to exit

Enter your selection (1-8):

Type: 5 (to load the glossary file)

11

Setting Tabs

In this chapter you will learn how to
—set tabs
—type tables with columns

You will often find it useful to add columns to your text. Columns are most easily set up using the tab function. The tab function automatically moves the cursor to a preset column in the same way as a conventional typewriter.

Let's illustrate the tab function by typing a simple table.

FORMATTING A TABLE

First clear your computer's memory.

Press [N]

Type: y

Press RETURN

After you have typed your table, it should look like the one that follows.

EXHIBIT 11.1

FORMAT COMMANDS

COMMAND	FUNCTION
lm	sets left margin
rm	sets right margin
pm	sets paragraph margin
li	sets spacing between lines
lj	left justifies text
rj	right justifies text
cj	center justifies text

Let's begin typing the table by setting the margins.

Type: .lm5
Press RETURN

Type: .rm60
Press RETURN

Now type the format command for centering the title of your table.

Type: .cj
Press RETURN

For the heading of the table,

Type: FORMAT COMMANDS
Press RETURN twice

It is now necessary to change the justification format command so that the table will be left justified.

Type: .lj
Press RETURN

Tab Display

You are now ready to set the tab positions for your table. To display the preset or default TAB settings, press the ESC key. The ESC key is used to toggle the TAB display on and off (11-1).

[The Apple II and II Plus do not have a TAB display. Therefore, do not press the ESC key now. Although they are not displayed, tabs are preset every 8 spaces.]

Press ESC
(to display the TAB display)

Setting Tabs

Examine the top of your screen. You will see the TAB setting line. Notice that there is a preset tab setting every 8 spaces.

Press TAB key
several times

[If using an Apple II or II Plus: Press [I] several times]

Notice that the cursor moves 8 spaces each time that you press TAB [or [I]].

Let us now delete (purge) the default tab settings so that we can set new tab settings.

Press [T]

You will now see the following message on the bottom of your monitor:

[T]AB (SET, CLEAR, PURGE) :■

Select one of the following options:

- **S** Sets a tab at the position of the cursor;
- **C** clears a tab at that position;
- **P** purges all the present tab positions.

Since we want to set new tab settings, we must first purge the default tab settings.

Type: p (to purge all tab settings)

You are now ready to set tabs for the table. The desired tab position is 12 spaces from the left margin. Since the tab is set at the location of the cursor, you must move the cursor to this position.

**Press ESC
(to see the data line)**

[If you are using an Apple II, II Plus, or III, do not press ESC.]

Move the cursor to the left margin.

**Press SPACE BAR 12
times**

As you press the space bar, look up at your data line. You will see that every time you press the space bar, there is a change in the TAB indicator on the data line.

You should now see the number 12 next to the TAB indicator, meaning that the cursor is located

at the 12th space on the line. You are now ready to set your tab at this position.

Press [T]

You will see the following message at the bottom of your screen.

```
[T]AB (SET, CLEAR, PURGE) : █
```

Type: s (to set the tab)

CONTROL-T [T]

sets tabs; P purges existing tabs; C clears a tab; and S sets the tab

Having set our tab, we are now ready to type the first line of Exhibit 11.1, shown earlier.

You should now move the cursor back to the left margin.

Press RETURN

Type: COMMAND

USING THE TAB KEY

In order to move your cursor over to the next tab position, you must press the TAB key.

[If you are using the Apple II or II Plus, you must press [I] to move your cursor to the next tab position.]

Press TAB [or [I]]

Type: FUNCTION
Press RETURN twice

The second line is typed as follows:

Type: lm
Press TAB [or [I]]

Type: sets left margin
Press RETURN

Continue typing in the table below. Remember to press TAB or [I] each time you want to move the cursor to the next tab setting. At the end of every line, press RETURN.

Type:	
rm	sets right margin
pm	sets paragraph margin
li	sets spacing between lines
lj	left justifies text
rj	right justifies text
cj	center justifies text

TAB or [I]
moves the cursor to
the next tab setting

After you have checked the table for errors, you are ready to save your table as an ordinary file.

Press [S]

Type: table
Press RETURN

In order to print your table,

Press [P]

Type: np
Press RETURN

Your printed table should be identical to the table illustrated at the beginning of the lesson.

SUMMARY

In this lesson you have learned how to use the tab function.

Pressing [T] gives you three options:

1. Typing P purges all the existing tab settings. The settings built into the Apple Writer program are called “default” settings.
2. Typing C clears the tab setting that is set at the position of your cursor.
3. Typing S sets the tab at the position of your cursor.

In order to set a tab:

1. Purge the default (preset) tab settings by pressing [T], and typing P.
2. Move the cursor to the desired position on the line.
3. Press [T], and then type S.

Pressing TAB *[or II]* moves the cursor to the next tab setting.

ENDNOTES FOR APPLE WRITER III

- (11-1) There is no TAB display for Apple Writer III. Therefore, do not press the ESC key here. If you press the ESC key, it will remove the data line from the screen.

12

Personalizing Form Letters

In this lesson you will learn how to
—prepare “boilerplate”
—combine several files
—personalize business form letters

In many businesses, correspondence is often repetitive. It is therefore helpful to computerize the process of preparing correspondence.

Incorporating prepared material, called “boilerplate,” into a letter or other document can really save time. The selection of appropriate sections stored on diskette can give a letter the appearance of a personalized response.

BOILERPLATE

selected material
saved as individual
files for use in
another document

PREPARING BOILERPLATE

Let's begin this lesson by preparing several boilerplate files. They will be used to construct a personalized form letter.

First, clear the computer's memory.

Press [N]

Type: y

Press RETURN

Following are several sections of a form letter that the Personal Computer Center might use in replying to inquiries about computer courses offered by the Center.

Letterhead

The first file is the Personal Computer Center's letterhead. The following format commands result in a left margin of 5, a right margin of 70, single spacing, and a center justified letterhead.

Type: .lm5

Press RETURN

Type: .rm70

Press RETURN

Type: .li0

Press RETURN

Type: .cj

Press RETURN

Next is the company's address.

Type:

Personal Computer Center

Press RETURN

123 Main Street

Press RETURN

Hometown, Arizona 85257

Press RETURN

Phone: 946-7627

Press RETURN

Since the body of the letter will be left justified,

Type: .lj

Press RETURN

Check your screen against this one.

```
.lm5
.rm70
.li0
.cj
Personal Computer Center
123 Main Street
Hometown, Arizona 85257
Phone: 946-7627
.lj
```

Now let's save this letterhead as an individual file. (Of course, use of the company's own printed stationery would lessen the need for such a letterhead file.) This file will be incorporated into all the company's correspondence.

Press [S]

Type: letterhead

Press RETURN

Body I (students)

This file is the first of several alternative responses used by the company to respond to requests for information about its courses. It contains information useful for answering various inquiries about classes for youngsters.

You should now clear the screen so that you can enter your next file.

Press [N]

Type: y

Press RETURN

Type:

Thank you for your inquiry about our computer classes. At our computer school we offer classes in computer programming as well as application for school and home.

Press RETURN twice

Children as young as eight are finding that Logo is an easy and fun computer language.

Press RETURN twice

Pascal is offered to the advanced student. Applications such as word processing especially appeal to older youngsters.

After you have typed the preceding file, you must save it on your diskette under the name **students**.

Press [S]

Type: students

Press RETURN

Now that you have saved this file, you may clear the computer's memory so that you can go on to enter the next file.

Press [N]

Type: y

Press RETURN

Body II (clerical)

We continue by typing a response appropriate for answering inquiries from adults interested in updating their clerical skills.

Type:

Thank you for your inquiry about our typing and word processing classes.

Press RETURN twice

Typing is an essential skill for today's workplace. Our self-teaching typing and word processing courses provide instruction on the fundamentals of touch typing and text editing.

Press RETURN twice

These skills are increasingly being demanded in today's modern office.

Press [S]

Type: clerical
Press RETURN

Clear the computer's memory in preparation for typing the final file.

Press [N]

Type: y
Press RETURN

Body III (professional)

Continue typing in the following text, suitable for responding to professionals interested in taking computer courses.

Type:
Thank you for your inquiry about our professional computer classes.

Press RETURN (twice)

Professionals are increasingly being asked to become familiar with personal computing. Business applications in the area of text editing, data base management, and financial projections are only a few of the courses we offer.

You can now save this file under the name **professional.**

Press [S]

Type: professional
Press RETURN

Let's clear your computer's memory.

Press [N]

Type: y

Press RETURN

Closing (close)

The final section is the standard closing, applicable to all requests for information.

Type:

The Personal Computer Center will be happy to help you enter the rewarding world of computers. Please contact us for further information.

Press RETURN (twice)

Sincerely yours,

Press RETURN four times

**Sheila Smith, President
.ff**

We are now ready to save the closing under the name **close**.

Press [S]

Type: close

Press RETURN

Let's clear your computer's memory.

Press [N]

Type: y
Press RETURN

This completes the preparation of the various sections of the letter.

THE PERSONALIZED FORM LETTER

The next step is to create the form letter. It is composed of smaller files (boilerplate) saved on diskette. Your selection for the body of the letter would depend on the specific information being requested.

Let's suppose that we would like to respond to a parent's request for information about programming classes for youngsters.

Letterhead

Regardless of the type of letter, the letterhead of the company and date must be typed first.

Press [L]

Type: letterhead
Press RETURN

You should now see on your monitor the address for the Personal Computer School, as shown on page 131.

Date

You can now type in the date.

**Press RETURN four
times**

.lm5
.rm70
.li0
.cj

Personal Computer Center
123 Main Street
Hometown, Arizona 85257
Phone: 946-7627
.lj

Type: January 14, 1984
Press RETURN twice

Inside Address

The inside address of the letter is typed next.

Type:

Mrs. Robert Brown
Press RETURN

5000 Central Way
Press RETURN

Anytown, CA 85508
Press RETURN
twice

Dear Mrs. Brown:

Press RETURN
twice

Body of Letter

Having entered the letterhead, date, and inside address, you are ready to select the file to be used as the body of the letter. The file appropriate for responding to a parent's request for information about computer classes for youngsters is now selected.

Press [L]

Type: students

Press RETURN

Your screen should resemble the next one.

Remember that your screen does not show exactly how the document will be printed. For example, although it is not displayed on the screen, the company's address will be centered upon printing.

Closing

Having selected the appropriate body of the letter, all that remains to be done is to enter the closing, which is common to all letters.

Press RETURN twice

Press [L]

Type: close

Press RETURN

With the entire letter on the screen, examine it closely for errors. Pay special attention to spacing. After loading the various files from the diskette, some adjustment of spacing may be necessary.

.lm5
.rm70
.li0
.cj
Personal Computer Center
123 Main Street
Hometown, Arizona 85257
Phone: 946-7627
.lj
January 14, 1984

Mrs. Robert Brown
5000 Central Way
Anytown, CA 85508

Dear Mrs. Brown:

Thank you for your inquiry about our computer classes. At our computer school we offer classes in computer programming as well as applications for school and home.

Children as young as eight are finding that Logo is an easy and fun computer language.

Pascal is offered to the advanced student. Applications such as word processing especially appeal to older youngsters. ■

PRINTING THE LETTER

Having entered all the sections of the letter, the final step is to print the letter. Be sure the printer is on (12-1).

Press [P]

Type: np

Press RETURN

Your personalized form letter should now be printed. Proofread the printed copy. If you find mistakes, correct them on the screen and print the letter again.

Before going on, clear the computer's memory.

Press [N]

Type: y

Press RETURN

SUMMARY

In order to prepare a personalized form letter, follow these steps.

Enter the boilerplate files comprising the letter. Remember to save each file individually. Clear the computer's memory each time a new file is entered.

In preparing the form letter, select the appropriate smaller files and load them in the appropriate location. The necessary format commands, spacing, and additional text (such as the date) are inserted as necessary.

Printing the final product is accomplished by pressing [P] and typing np.

EXERCISES

1. Using the files that you have just saved on your diskette, create a letter from the Personal Computer Center describing the typing and word processing course.

Letterhead and Date

First, load from your diskette the file **letterhead**.

Press [L]

Type: letterhead

Press RETURN

You should then see the following on your screen.

```
.lm5
.rm70
.li0
.cj
Personal Computer Center
123 Main Street
Hometown, Arizona 85257
Phone: 946-7627
.lj
```

Press RETURN

four times

Type: January 14, 1984

Press RETURN twice

Inside Address

Now type the name and address of the inquiring party.

Type:

Jane Johnson
Press RETURN

234 Main Street
Press RETURN

Boston, MA 09800
Press RETURN twice

Dear Ms. Johnson
Press RETURN twice

Body of Letter

You can now load the previously saved file **clerical**, which contains the requested information.

Press [L]

Type: clerical
Press RETURN twice

Closing

Now insert the previously saved file **close**.

Press [L]

Type: close
Press RETURN

Printing Your Letter

Once the various sections have been entered and you have checked the text on the screen for errors, you can print out your personalized letter.

Press [P]

Type: np

Press RETURN

2. Now write a letter that uses the file **professional**, describing the professional computer courses.

ENDNOTES FOR APPLE WRITER III

(12-1) Remember that you must set up the printer output as follows:

Press [P]

Type: ?

Press RETURN

Type: pd.printer

Press RETURN

13

Merging Text and Lists

In this lesson you will learn how to

- create a matrix letter*
- prepare a data file*
- use a Word Processing Language command program*
- prepare a flowchart*
- merge a matrix letter and a data file*

In the normal course of business there is usually a need to send out a single form letter to a large number of people on a mailing list. Apple Writer allows you to address an ordinary letter to any number of individuals on a mailing list.

MERGING A FORM LETTER

The procedure used to combine a large list of names and addresses with a single form letter is called “merging.” It is the basis for many of today’s direct mail campaigns and is an important application of word processing.

In the next example, we introduce the “matrix

letter.” This letter, announcing a new word processing course, is being prepared for a mailing to a list of former students of a computer school.

MERGING

inserting a large
list of names and
addresses into a
matrix letter

THE MATRIX LETTER (formletter)

The first step is to type the matrix letter. Let’s first clear your computer’s screen.

Press [N]

Type: y

Press RETURN

We will start our matrix letter by typing in the format commands.

MATRIX LETTER

a form letter into
which names and
addresses from a
mailing list are
inserted

Type: .lm10

Press RETURN

Type: .rm65

Press RETURN

Type: .cj

Press RETURN

Type: .li0

Press RETURN

Type: .pm0
Press RETURN

The format commands on your screen should look like those on the next screen.

```
.lm10  
.rm65  
.cj  
.li0  
.pm0
```

Typing the letterhead is the next task.

Type: Personal Computer Center
Press RETURN

123 Oak Street
Press RETURN

Scottsdale, AZ 85251
Press RETURN

946-7627
Press RETURN twice

Your screen should now look like this one:

```
.lm10  
.rm65  
.cj  
.li0  
.pm0  
Personal Computer Center  
123 Oak Street  
Scottsdale, AZ 85251  
946-7627
```

Let's continue by changing from center to left justification for the body of the letter.

Type: .lj
Press RETURN twice

Continue to type the matrix letter. You will notice that there is no inside address for the person to whom you are sending the letter. By typing the word **(Address)** in the matrix letter, you are alerting the computer that you want it to insert a name and address from a mailing list at that place.

The term **(Address)** is called a "variable," since it represents information that changes from one individual in the mailing list to the next.

VARIABLE
information, such as
an address, that
changes from item to
item

The instruction for inserting the inside address is **(Address)**.

Type: (Address)
Press RETURN twice

Your letter should now look like the one on page 143. You will also notice that the salutation is not typed into the matrix letter. The salutation is included as part of the address. Thus, when the address is inserted automatically by the computer into the letter, the salutation will be inserted as well.

Now type in the body of your letter.

Type:
We would like to announce the
availability of word processing courses
at the Personal Computer Center.

.lm10

.rm65

.cj

.li0

.pm0

Personal Computer Center

123 Oak Street

Scottsdale, AZ 85251

946-7627

.lj

(Address)

Press RETURN twice

**We believe that many students are
interested in obtaining part-time
employment. With this new skill,
students find that they are more capable of
finding office jobs.**

Press RETURN twice

**Please contact us for a demonstration of
our word processing course.**

Press RETURN twice

Sincerely,

Press RETURN four times

John Brown

Press RETURN

.in (Press RETURN to continue)

The final embedded format command, **.in**, is used to stop the printing at the end of the letter. In addition, the message in parentheses is shown on the screen. This pause in printing allows you to insert another sheet of paper into the printer for the next letter, if you are printing with single-sheet paper. After you have inserted another sheet of paper, you will simply press RETURN so that the next letter will be printed.

After you have typed in the matrix letter, save it on your diskette.

Press [S]

Type: formletter

Press RETURN

You have now saved the matrix letter that you plan to send to the former students of the computer school.

Let's clear the computer's memory in preparation for typing the data file.

Press [N]

Type: y

Press RETURN

THE DATA FILE (mailinglist)

You will now enter a file, called a "data file," that contains the names and addresses comprising the mailing list. This list is sometimes called a "data base."

The data file is treated as though it were an ordinary text file. First, it is entered into the computer, saved on diskette, and then loaded back

into the computer in the same way as a normal document.

Type in the following list of names and addresses exactly as shown. The number before each name must be placed in brackets, as illustrated. These brackets are made by pressing the shift key and, while it is down, pressing the appropriate key.

Type:

**<1>John Smith
123 Elm Street
Anytown, USA 12345**

Press RETURN twice

**Dear Mr. Smith:
<2>Terry Jones
321 Palm Lane
Centerville, FL 54321**

Press RETURN twice

**Dear Mr. Jones:
<3>Jonas Manley
Health Spa
1984 South Central
Phoenix, AZ 85243**

Press RETURN twice

**Dear Mr. Manley:
<**

Check that the data file you have just typed matches this one exactly. Be certain to include the final delimiter, <, at the end of the file.

Let's save this data file under the name **mailing-list**.

Press [S]

Type: mailinglist

Press RETURN

DATA FILE

consists of names
and addresses in a
mailing list. Each
record is numbered
using brackets, <>

THE COMMAND PROGRAM (autoletter)

The next task is to write a command program. This program, called "autoletter," inserts the names and addresses from your data file into your matrix letter. This command program, which is shown in Exhibit 13.2 on p. 151, is written in Apple Writer Word Processing Language.

How the Command Program Works

We can explain how the command program works by referring to a flowchart. The flowchart is simply a pictorial description of the steps involved in performing a computer task. The flowchart shown in Exhibit 13.1 describes the operation of the **autoletter** command program.

Note that the three symbols used in the flowchart are the oval, rectangle, and triangle. The oval and rectangle simply say "do it," that is, execute the instruction. The triangle says "if" a condition is true, jump to another place in the program; if it is false, continue on to the next line in the program.

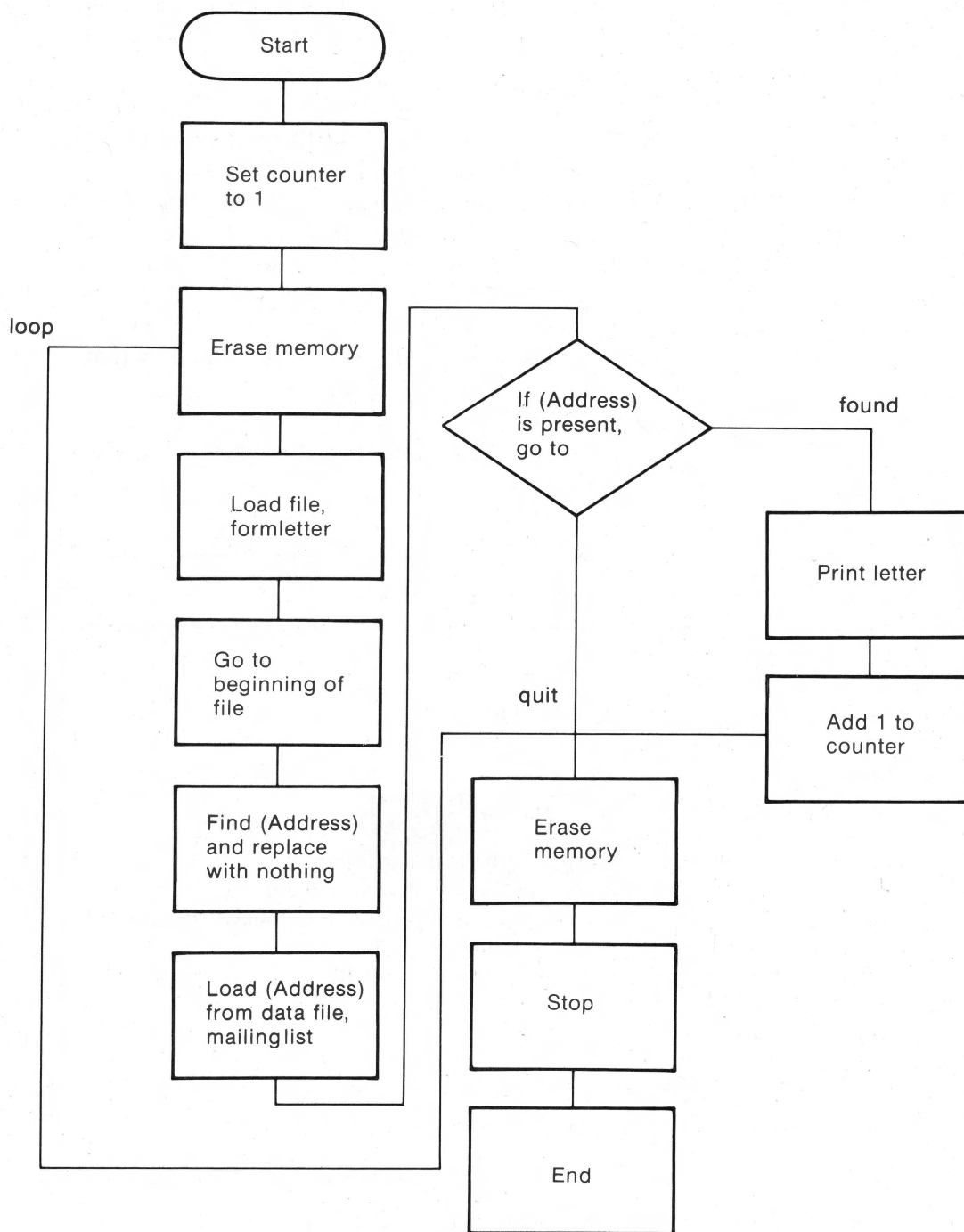


EXHIBIT 13.1. Flowchart for Autoletter Command Program

Flowchart

This flowchart shows how the command program **autoletter** is executed. Each instruction in the program is executed in order, until the computer encounters an instruction that cannot be executed. For example, when there are no more names and addresses in the data file, the computer cannot load the next address. The next instruction (PGO FOUND) is skipped. The instruction after that (PGO QUIT) is executed, thereby ending the program.

A review of **autoletter**'s flowchart is presented in Table 13.1.

TABLE 13.1 Autoletter Command Program

START

—Set the counter to 1 for the first letter

LOOP

- Erase the memory
- Load the matrix letter
- Move the cursor to the beginning of the matrix letter
- Search for the label (Address) and replace it with nothing
- Load the name and address without markers from the mailinglist data file
- If there is an address, skip to the label, FOUND
- If there is no address, go directly to the label, QUIT

FOUND

- Print the letter
- Add one to the counter
- Go to the label, LOOP, and repeat the routine

QUIT

- Erase memory (program stops automatically since there are no more addresses)
-

Typing the Command Program

Type in the command program shown here exactly as it appears. Each line of the program consists of two possible entries: a **label** and a **command**. Note that the labels are entered at the left margin. The command is indented 8 spaces. In parentheses are comments intended to clarify the commands. Do not type these comments.

One rule governing capitalization in the command program must be followed. That is, a particular label and all its references must be matched. For example, in the command program, the label **loop** appears twice—once as a label and once in the instruction **pgo loop**. If it is typed all in lower case at one point, then it must be all in lower case at the next position.

COMMAND PROGRAM

written in Word
Processing Language
and used to perform
a particular task

Let's clear the computer's memory.

Press [N]

Type: y

Press RETURN

Let's begin by typing the first line of the command program at the left margin. It may be helpful to refer to the listing of the program in Exhibit 13.2.

Type: start

DO NOT PRESS RETURN

Move your cursor three more spaces to the right.

Look up on your data line and you should see the number 8 after the indicator **TAB**.

Press [T] (to set tabs)

You will see the following message at the bottom of your screen.

```
[T]AB (SET, CLEAR, PURGE) :■
```

Press p (to purge default tabs)

Press [T] (to set tab)

You will see the following message at the bottom of your screen.

```
[T]AB (SET, CLEAR, PURGE) :■
```

Press s (to set your tab at position 8)

Type: psx 1
Press RETURN

Type in the second line of the command program, starting with the word **loop**, and the rest of the program below. Remember to press **TAB** *[or [I] for the Apple II or II Plus]* to indent all the commands. Press **RETURN** after each line.

EXHIBIT 13.2
AUTOLETTER COMMAND PROGRAM

<u>LABEL</u>	<u>COMMAND</u>	<u>COMMENT</u> (DO NOT TYPE)
start	psx 1	(sets counter to one)
loop	ny	(clears memory)
	Lformletter	(loads the formletter)
	b	(goes to beginning of the letter)
	f/(Address)//	(find address field and replace with nothing)
	y?	(if no more addresses stop)
	Lmailinglist!<(x)>!<!n	(load the next address)
	pgo found	(go to next routine, labeled found)
	pgo quit	(if there are no more addresses go to label, quit)
found	pnf	(print the letter)
	psx +1	(add one to the variable counter)
	pgo loop	(go to the routine called loop)
quit	ny	(clears memory and ends program)
	pqt	

Look over what you have just typed, and be certain that it matches exactly the next screen.

```

start  psx 1
loop   ny
      Lformletter
      b
      f/(Address)//
      y?
      Lmailinglist!<(x)>!<!n
      pgo found
      pgo quit
found  pnp
      psx +1
      pgo loop
quit   ny
      pqt

```

You have just written a command program in Word Processing Language. This program will merge the matrix letter with a name and address from your data file **mailinglist**.

The final product will be several printed letters, each addressed to a different person in the data file.

Let's save this command program for future use.

Press [S]

Type: autoletter (this is the name of your command program)

Press RETURN

Now clear your screen in preparation for running the command program.

Press [N]

Type: y

Press RETURN

PRINTING THE FORM LETTERS

You are now ready to use the command program to print your letters (13-1).

In order to run the command program **autoletter**, do the following:

Press [P]

Type: do autoletter

Press RETURN

Press RETURN

**(after each letter is
printed)**

You should now have three printed letters, each one addressed to a different individual in the data file.

SUMMARY

The following steps are used to insert names and addresses from a data file into a matrix letter.

1. Type the **matrix letter** file, which includes a variable (**Address**) corresponding to the inside address.
2. Type in the **data file**. It contains the names and addresses of individuals as well as the salutation.
3. Type a **command program** in Word Processing Language that combines (or merges) the matrix letter with addresses from the data file.

In order to print form letters, follow these steps.

- a. Type: [P].
- b. Type: do “command program’s name.”
- c. Press RETURN.

The final product should be an addressed letter for each individual in your data file.

ENDNOTES FOR APPLE WRITER III

- (13-1) Command programs are not like ordinary files. You cannot run the command program by typing “do .d1/autoletter.” The prefix **.d1** cannot be attached to the file name when command programs are run.

Before executing the command program, check that you have set the **prefix number** for the disk drive. The prefix number specifies the disk drive to be used. In order to set the prefix number to d1, follow these steps:

Press [O] (to bring the SOS Command menu to the screen)

Type: 7

Type: .d1

Press RETURN

Press RETURN (to get back to your file on the screen)

You are now ready to run the command program.

14

Computerizing Mailing Labels

In this chapter you will learn how to
—prepare mailing labels
—read a flowchart

Wouldn't it be nice to have mailing labels to go with the addressed letters generated in the last chapter? Command programs written in Word Processing Language can be adapted to prepare mailing labels for names and addresses in a data file.

It is common to use a continuous form-feed roll of gummed mailing labels. Each label is one inch high and consists of six printed lines. The purpose of the next command program is to format the six lines of text comprising the mailing label.

Let's begin by clearing the computer's memory.

Press [N]

Type: y

Press RETURN

THE COMMAND PROGRAM (autolabel)

The command program, called **autolabel**, converts the data file, called **mailinglist**, into printed mailing labels. The listing of the program is shown in Exhibit 14.2 on p. 160.

How the Command Program Works

The autolabel command program consists of four parts: the START routine, the LOOP routine, the FOUND routine, and finally the QUIT routine.

Flowchart

We can explain how the command program works by referring to a flowchart. A flowchart is a pictorial description of the steps followed by the command program.

From examining the flowchart in Exhibit 14.1, you will notice that when the list of addresses is exhausted, the computer is unable to execute the LOAD instruction. As a result, the PGO FOUND instruction is skipped. This in turn causes the PGO QUIT instruction to be executed, thereby ending the program.

An explanation of each section of the flowchart is presented in Table 14.1.

Typing the Command Program

Type in the following command program exactly as it appears. Remember that the information in parentheses is comments and should not be typed.

Let's begin by typing the first line of the command program. Refer to the listing of the command program.

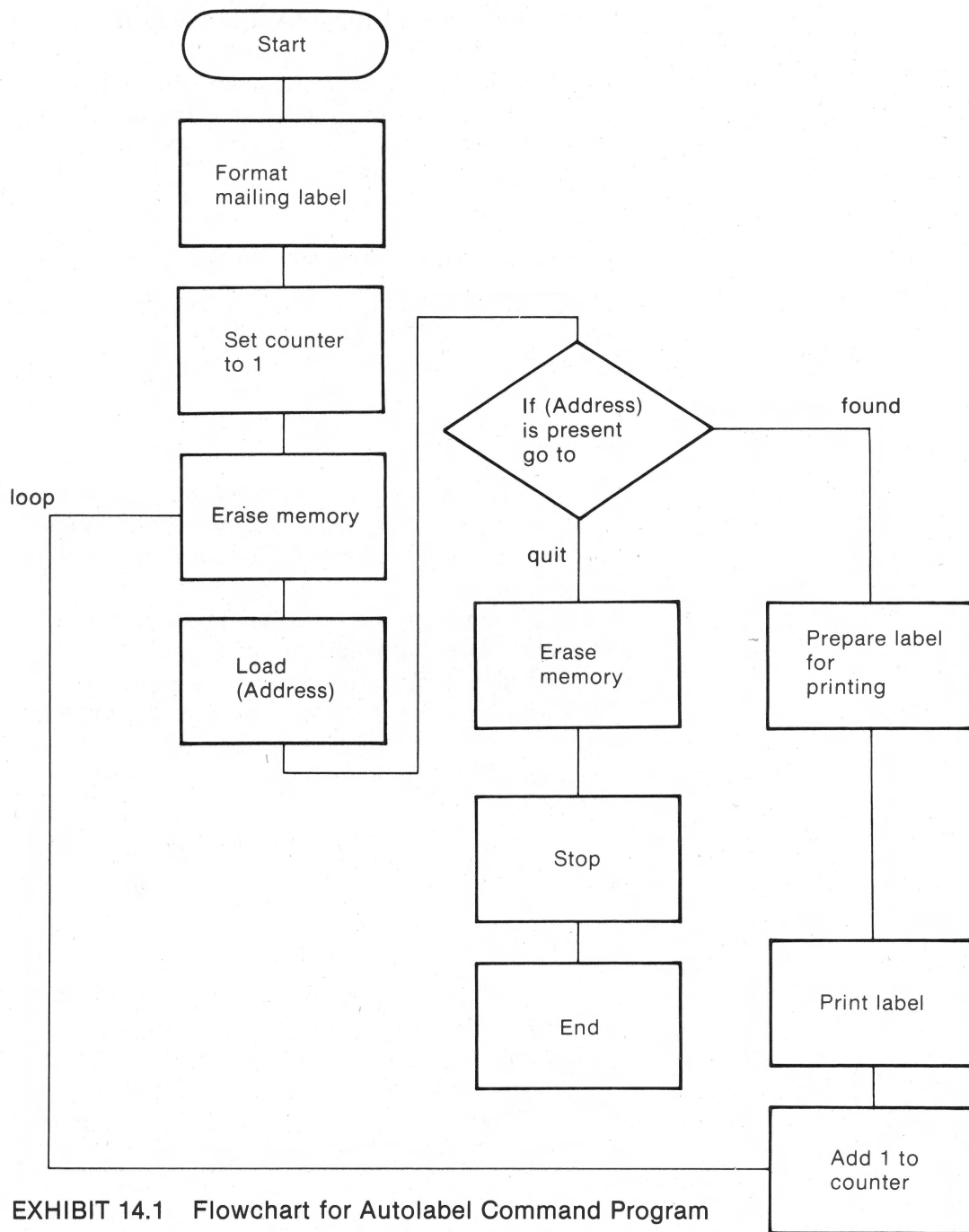


EXHIBIT 14.1 Flowchart for Autolabel Command Program

TABLE 14.1 Autolabel Command Program

START

- Format the printed label
- Set the counter for the first label

LOOP

- Erase memory
- Load the address from the data file without the markers
- If there is an address, perform the FOUND routine
- If there is no address, go directly to QUIT

FOUND

- Print the label
- Add 1 to the counter
- Go to the routine called LOOP for preparing the next label

QUIT

- Erase memory
 - Stop the program
-

Type: start

DO NOT PRESS RETURN

**Press SPACE BAR five
times**

You will see a 10 next to the tab indicator on the data line. Since this is where we want to set our tab,

Press [T]

**Type: p (to purge default
settings)**

Press [T]

Type: s (to set tab)

Remember that each time you want to move the cursor to tab position 10, you must press TAB or */I*. Press RETURN after each line and do not type the comments. Press TAB or */I* (to get to the next tab position).

Type: ppl 66

Press RETURN

EXHIBIT 14.2

AUTOLABEL COMMAND PROGRAM

LABEL	COMMAND	COMMENT (DO NOT TYPE)
start	ppl 66	(number of printed lines per page)
	ppi 66	(number of lines per page)
	ptl	(eliminates empty line at top)
	pbl	(eliminates empty line at bottom)
	psp 0	(continuous feed paper)
	plm 0	(sets left margin to 0)
	ptm 1	(sets margin on top of labels)
	pbm 2	(sets margin on bottom of labels)
	psx 1	(sets counter to one)
	pli 0	(sets single spacing)
loop	ny	(clears memory)
	Lmailinglist!<(x)>!Dear!n	(load next record)
	pgo found	(go to label called found)
	pgo quit	(go to label called quit)
found	b	(go to beginning of mailing label)
	pnp	(print the mailing label)
	psx +1	(add one to the variable counter)
	pgo loop	(go to routine called loop)
quit	ny	(clear the memory)
	pqt	

Check that the program you entered matches what you see on the next screen.

```
start      ppl 66
           ppi 66
           ptl
           pbl
           psp 0
           plm 0
           ptm 1
           pbm 2
           psx 1
           pli 0
loop       ny
           Lmailinglist!<(x)>!Dear!n
           pgo found
           pgo quit
found      b
           pnp
           psx +1
           pgo loop
quit       ny
           pqt
```

When you are certain that you have typed everything correctly, save the file.

Press [S]

Type: autolabel

Press RETURN

You may now clear your screen in preparation for printing the mailing labels.

Press [N]

Type: y
Press RETURN

PRINTING MAILING LABELS

You can now print out your mailing labels by running the command program **autolabel**.

Press [P]

Type: do autolabel
Press RETURN

You should now have three mailing labels.

CHANGING YOUR DATA FILE

Often, you will want to add or delete names from a data file. Examining the original **mailinglist** data file, you will notice that the records are consecutively numbered. Thus, deleting a record from the middle of the list will require renumbering the list. This time-consuming process should be avoided, if possible.

The solution is to use a command program to number the records in the data file. You can then change or add records and easily renumber the file with the command program.

The Master Data File (masterfile)

Let's begin by creating a master data file containing unnumbered records. In practice, you would enter records in your data file without numbers. For now, the simplest way to generate such a data file is to delete all the record numbers from the existing data file, **mailinglist**.

Type: [L]

Type: mailinglist

Press RETURN

Delete all the record numbers between the brackets, < >, checking that there is no space remaining between the brackets. After this is completed, save this file under a new name.

Press [S]

Type: masterfile

Press RETURN

Command Program (autonumber)

Following is listed the command program, **autonumber**, for inserting record numbers. You will notice that it inserts consecutive numbers in the records of the master data file. The command program saves the numbered data file as a separate file. This second data file is called **workfile** and is used in the preparation of the mailing labels.

Press [N]

Type: y

Press RETURN

Let's begin by setting a tab position.

Press [T]

**Type: p (to purge
default settings)**

**Press SPACE BAR 8
times**

Press [T]

Type: s (to set tab)

Type into the computer the following command program. Remember that the information in parentheses is explanations only and should not be typed. Press TAB or *//* each time you want to get to the tab position.

EXHIBIT 14.3

AUTONUMBER COMMAND PROGRAM

LABEL	COMMAND	COMMENT (DO NOT TYPE)
number	psx 1	(set counter to 1)
	ny	(clear memory)
	lmasterfile	(load unnumbered file)
	b	(go to beginning)
loop	f/<>/<(x)>/	(search for a record marker <> and replace it with a marker and consecutive number)
	y?	(ends search)
	pgo found	(if record with marker is present, go to found)
found	pgo quit	(if not present, go to quit)
	psx +1	(add one to counter)
	pgo loop	(go to next record at loop)
quit	b	(go to beginning)
	Sworkfile	(save numbered file)
	pqt	(quit program)

Check that your screen looks like the next one.

```
number    psx 1
          ny
          Lmasterfile
          b
loop      f/<>/<(x)>/
          y?
          pgo found
          pgo quit
found     psx +1
          pgo loop
quit      b
          Sworkfile
          pqt
```

Press [S]

Type: autonumber

Press RETURN

Press [N]

Type: y

Press RETURN

PRINTING LABELS

One last task remains to be done before we can print the mailing labels. We must modify our original command program, **autolabel**, which is used to print the mailing labels.

Press [L]

Type: autolabel

Press RETURN

You must change the name of the data file from **mailinglist** to **workfile** in the load instruction within the program. Place the cursor directly to the right of the word **mailinglist**.

Press DELETE several times (until the word, mailinglist, is deleted)

[If you are using an Apple II Plus, press the ← key several times]

Type: workfile

Having made the correction, we are ready to save the revised command program.

Press [S]

**Type: autolabel
Press RETURN**

Here is a review of the steps in printing mailing labels:

1. Prepare an unnumbered master data file called **masterfile**.
2. Number the addresses in the data file using the command program **autonumber**.
3. Print the labels using the **autolabel** command program.

Let's try it.

Press [P]

**Type: do autonumber
Press RETURN**

Now that the workfile has been numbered, you can print out your labels.

Press [P]

Type: do autolabel

Press RETURN

If all has gone according to plan, you should have a mailing label for each address in your data file.

For practice, try deleting and adding some records from your master data file. Then, using **autonumber** and **autolabel**, prepare some mailing labels for this revised mailing list.

SUMMARY

The following steps are used to prepare mailing labels for each individual in a data file.

1. Enter the data file that contains the names and addresses of a mailing list.
2. Type in the command program that will print on mailing labels the names and addresses in the data file.
3. In order to print the mailing labels, run the command program as follows.

Press [P]

Type: do "command program's name."

Press RETURN.

The final product should be an addressed mailing label for each individual in your data file.

15

Report Writing

In this chapter you will learn how to

- set up an outline*
- lay out a Table of Contents*
- insert Headers and Footers*
- format footnotes*
- prepare a bibliography*

Research papers and other types of reports utilize special formats. In this chapter, the commands for setting up the various sections of reports are illustrated.

Each type of report is illustrated together with the format file for setting up the particular report.

OUTLINE

Theses, term papers, and business reports often incorporate an outline. An example of an outline is given here, followed by the format commands used to set up the document.

EXHIBIT 15.1

OUTLINE

- I. Introduction
 - A. Purpose
 - B. Justification of or importance of topic
- II. First major point with support
 - A. Anecdotes
 - B. Statistics
 - C. Quotes of authorities
- III. Second major point with support
 - A. Anecdotes
 - B. Statistics
 - C. Quotes of authorities
- IV. Third major point with support
 - A. Anecdotes
 - B. Statistics
 - C. Quotes of authorities
- V. Summary and Conclusion

Format Commands

When beginning to type any document, you must set your margins, spacing, and justification.

Type: .lm10
.rm65
.cj
.li0

You can now type the heading.

Type: OUTLINE
Press RETURN

You must now change the justification command so that the body of the outline will be left justified.

Type: .lj
Press RETURN

In order to facilitate indenting the items of your outline, you should set a tab.

Press [T]

Type: p (to purge the default tabs)

Press SPACE BAR 5 times

You should see a **5** on your data line after the indicator **TAB**.

Press [T]

Type: s

You have just set your tab position at **5**.

As you type the items of the outline, press the **TAB** key to get to the next tab position.

[If you are using the Apple II or II Plus, press [I] to get to the next tab position.]

You can now type the body of the outline displayed previously. Remember to press **RETURN** after each line.

At the end of the outline, you should insert the **.ff** format command to have the text of the report printed on a new page.

Type: .ff

Let's print your outline.

Press [P]

Type: np

Press RETURN

TABLE OF CONTENTS

We next illustrate the Table of Contents.

A sample Table of Contents is illustrated here,
followed by its format commands.

EXHIBIT 15.2

TABLE OF CONTENTS

Introduction	1
Problem Statement	2
Purpose Statement	3
Conclusion	4
Recommendation	5
Important Features	7
Summary	9
Endnotes	10
Bibliography	15

Format Commands

We begin by entering the format commands for
setting spacing, margins, and justification.

Type: .lm10

.rm65

.li0

.lj

You have just set your left and right margins to 10 and 65, respectively, and have ordered single spacing and left justification.

Type: TABLE OF CONTENTS

Press RETURN twice

You are now ready to set tabs.

Press [T]

Type: p (to purge the tabs)

**Press SPACE BAR 30
times**

You should see the number 30 on the data line next to the indicator **TAB**.

Press [T]

Type: s

You have now set a tab at 30. Remember to press the TAB key each time that you want to get to the tab position.

[If you are using the Apple II or II Plus, you will press [I] each time you want to get to the tab position.]

You can now type the body of your **TABLE OF CONTENTS**.

When you have finished entering all your text, you should insert the format command **.ff** for printing text on a new page.

Type: .ff

Finally, let's print out the Table of Contents.

Press [P]

Type: np

Press RETURN

HEADERS AND FOOTERS

When writing reports and other documents, a nice touch is to have a header and/or a footer on each of the printed pages. They are used to identify the chapter, page number, or title of the document. For example, a **header** might consist of a chapter number, its title, and the page number. The **footer** might be the title of the book.

The format commands for inserting headers and footers on each printed page are entered at the beginning of the document.

Headers

Let's suppose that you want a header identifying a chapter in a book. The header might look like this:

CHAPTER 1

INTRODUCTION

PAGE 1

In the following example, the steps necessary to place a header at the top of your printed text are illustrated.

Let's begin by clearing your computer's memory.

Press [N]

Type: y

Press RETURN

First, type in format commands to set up a standard document.

Type: **.lm5**
.rm70
.lj
.li0

You have set left and right margins at 5 and 70, respectively, and have ordered single spacing and left-justified text.

You are now ready to enter the header. The format command **.tl** is used to indicate a header.

Type: **.tl*CHAPTER 1*INTRODUCTION*PAGE #***

Press RETURN

Three items will be printed on the top of every page except for the first page. Generally, headers are not printed on the first page of a printed document (see Additional Fact). The asterisk, *, is used as the delimiter separating the three items placed on the left, center, and right of the page. On the left side, CHAPTER 1 will be printed. INTRODUCTION will appear in the middle of the page, and the PAGE NUMBER on the right.

The # sign is used to insert consecutive page numbers. The printed text will begin with PAGE 1. Succeeding pages will be numbered automatically.

HEADER
inserted with the
.tl format command
followed by three
items separated by
asterisks (*)

Footers

The format command **.bl** is used to set up a footer. You may also have up to three items in the footer.

Let's practice using a footer by placing a single item, the title, at the bottom of each page.

Type: .blWRITING FOR BUSINESS****

Press RETURN

FOOTER

inserted with the
.bl format command
followed by three
items separated by
asterisks (*)

In the example, one item will be placed in the center of the footer. Since nothing is desired on the left or the right side of the footer, nothing is placed between the first two asterisks (**) and the last two asterisks (**). The title, WRITING FOR BUSINESS, is centered.

Now let's type two pages of text in order to demonstrate how the header and footer are inserted on each page of text.

Type:

Most reports seem to fall into one or more categories, each with its own language or code words. Reports may be classified by use, such as progress reports, financial reports, justification reports, and personnel status reports, to name a few.

Press RETURN

Type: .ff

Press RETURN

The **.ff** command instructs the computer to print the next paragraph on the second page.

Type:

A useful classification is the length of the report, such as short or long. Reports may be either internal or external, informational or analytical.

Press RETURN

.tl

.ff

.bl

Press RETURN

Note the three format commands at the end of the text. The **.tl** command clears the header so that it will not be printed on the next page. In order for the footer to be printed on your last page, you must include the **.ff** command at the end of your text. Finally, the **.bl** command clears the footer after it has been printed.

Let's now print your work.

Press [P]

Type: np

Press RETURN

You should have two printed pages, each with a footer. The second page has both a header and a footer.

Additional Fact

If you desire a header on the first page, prior to printing the document,

Press [P]

Type: t1*CHAPTER 1*INTRODUCTION*PAGE #*

Press RETURN

Then, to print the document,

Press [P]

Type: np

Press RETURN

Clear the screen before going on to the next section.

Press [N]

Type: y

Press RETURN

FOOTNOTES

Footnotes are often used in formal reports. Next is an example of a paragraph with its accompanying footnote. Begin by typing in this paragraph.

Step-by-step instructions for inserting the format command for footnoting is given later.

Type:

Most reports seem to fall into one or more categories, each with its own language or code words. Reports may be classified by use: progress reports, financial reports, justification reports, etc. (1)

Format Commands

Now type the format commands for inserting a footnote. Your cursor should be to the right of the footnote number (1).

The footnote is typed in the body of the text. This insures that the footnote will be printed at the bottom of the page where the footnote number appears.

Press SPACE BAR

Type:

(

<

**1. Business Communications, Himstreet and
Baty, Kent Pub. Co., 1981>**

)

Press SPACE BAR

Press RETURN twice

Type .ff

Note that a space must be inserted after the footnote's format command. Also, observe that the .ff command has been inserted at the end of the text. In order for a footnote to be printed at the bottom of the page, there must be some text following the footnote or the .ff command forcing a page break.

Additional Fact

For Apple IIe users only, you may insert a carriage return within the body of the footnote. This will give you professional-looking footnotes. It is suggested that you experiment with this possibility.

Let's check out the footnote by printing the page.

Press [P]

Type: np
Press RETURN

BIBLIOGRAPHY

Most formal reports include a bibliography or reference section. Here we have illustrated a typical bibliography, followed by the necessary format commands.

EXHIBIT 15.3

BIBLIOGRAPHY

Jackson, Donald. Custer, The Last of the Cavaliers, Illus. Captain John W. Thomason. New York, Cosmopolitan, 1928.

Luce, Edward S., and Evelyn S. Luce. Custer Battlefield National Monument, Montana. National Park Service Historical Handbook Series. Washington, D. C.: National Park Service, 1952.

Stevenson, Burton. E., ed. Poems of American History. Rev. ed. Boston: Houghton Mifflin, 1922.

Format Commands

The initial format commands set up the spacing, margins, and justification.

Type: .lm10
.rm60
.li0
.cj

You can now type in the heading.

Type: BIBLIOGRAPHY

Press RETURN

Now let's left-justify the body of the bibliography. The first line of each reference is "outdented" beyond the margin. Outdenting is formatted by using a negative number with the **.pm** format command. In this way, each reference is set off from the body of text, as just illustrated.

Type: .lj

.lm15

**.pm-5 (begins each
reference five spaces less
than the left margin.)**

Press RETURN

Type in the body of the bibliography. Remember, you do not have to outdent each reference manually. Also, press the return key twice at the end of each entry in order to double space between references.

SUMMARY

Headers, printed at the top of each page, are inserted using the **.tl** command. Up to three items separated by asterisks (*) can be used in each header.

Footers, printed at the bottom of each page, are inserted using the **.bl** command. Up to three items, separated by asterisks (*), can be used in each footer.

Footnotes printed at the bottom of the page are inserted in the body of the document directly following the footnoted item. In order to insert a footnote,

Type: ...(1) (<...>)

Press SPACE BAR

16

Business Communications

In this chapter you will learn how to create format files for

- full-block style letters*
- modified-block style letters*
- simplified-style letters*
- memoranda*

In the normal course of business operations, the same types of forms and letters are used repeatedly. Using Apple Writer you can save these forms as files, which can be quickly filled out as needed. The savings in time and effort of not having to prepare the different forms from scratch can be considerable.

We begin by illustrating how one would type a typical business letter using a prepared form, which we will call a “format file.”

FULL-BLOCK STYLE LETTER

Next is shown a standard business letter typed in full-block style. Following the letter is the format file for setting up this type of letter. The procedure

for preparing and using such a format file is then illustrated.

FORMAT FILE

a file containing
format commands,
instructions, and
text for setting up
documents

EXHIBIT 16.1 FULL-BLOCK STYLE

Personal Computer Center
123 Oak Street
Anytown, AZ 85342
Tel. 823-3456

March 18, 1984

Joanne M. Small
4689 E. Osborn
Phoenix, AZ 85017

Dear Mrs. Small:

Thank you for inquiring about our computer classes.
Enclosed is all the information that you will need
to enroll.

Just a closing thought; the value of a computer
education today is so great it cannot be assessed.

Sincerely yours,

Richard Smith

Format File (full)

In the format file shown next, notice that many of the lines begin with a dot or period. Some of these lines are the familiar dot format commands. The other lines beginning with a dot are instructions or comments. Placing a period in the leftmost position insures that the line will not be printed. These instructions clarify aspects of the file for the user.

Type:

.FULL BLOCK STYLE

.lm10

.rm65

.li0

.cj

Personal Computer Center

123 Oak Street

Anytown, AZ 85342

Tel. 823-3456

.lj

.date (type today's date)

.address (type inside address)

Dear

.body (type letter)

Sincerely yours,

Press RETURN four times

Richard Smith

Now let's save this file.

Press [S]

Type: full

Press RETURN

Now clear the computer's memory.

Press [N]

Type: y

Press RETURN

Using the Format File

Having saved the format file, we are ready to use it in the preparation of a full-block style letter. First let's load the format file, **full**.

Press [L]

Type: full

Press RETURN

Our task now is to insert the required information into the format file. We shall begin by typing the date at the appropriate location. To do this, place your cursor below the instruction **date**, as shown here.

.FULL BLOCK STYLE

.lml0

.rm65

.li0

.cj

.pm0

Personal Computer Center

123 Oak Street

Anytown, AZ 85342

Tel. 823-3456

.lj

.date (type today's date)

.address (type inside address)

Dear

.body (type the body)

Sincerely yours,

Richard Smith

Type: March 18, 1984

Press RETURN

Now move the cursor to the space directly below the instruction **.address**, and type the inside address displayed in Exhibit 16.1.

Finally, type in the salutation and body of the letter, also found in Exhibit 16.1, at the indicated locations.

Once the letter has been completed, it should be saved under a new name. Let's practice saving the letter.

Press [S]

Type: j.small
Press RETURN

Let's confirm that everything is in order by printing out the finished copy.

Press [P]

Type: np
Press RETURN

Check your printed copy against the letter shown at the beginning of the lesson. If there are no mistakes, go on to the next section.

MODIFIED-BLOCK STYLE

You will now set up a format file for a letter formatted using the modified-block style.

When your letter is completed, it should look like the following one.

EXHIBIT 16.2
MODIFIED-BLOCK STYLE

Personal Computer Center
123 Oak Street
Anytown, AZ 85342
Tel. 823-3456

March 18, 1983

Joanne M. Small
4689 E. Osborn
Phoenix, AZ 85017

Dear Mrs. Small:

Thank you for inquiring about our computer classes.
Enclosed is all the information that you will need
to enroll.

Just a closing thought; the value of a computer
education today is so great it cannot be assessed.

Sincerely yours,

Richard Smith

Format File (modblock)

Type in the format file shown next. Keep in mind
that several instructions beginning with a dot are
not format commands. They are comments re-
minding you what is to be inserted.

Type:

.MODIFIED-BLOCK STYLE

.lm10

.rm65

.li0

.pm0

.cj

Personal Computer Center

123 Oak Street

Anytown, AZ 85342

Tel. 823-3456

.rj

.date (type today's date)

.lj

.address (type inside address)

Dear

.body (type letter)

.rj

Sincerely yours,

Press RETURN four times

Richard Smith

Now let's save this file for future use.

Press [S]

Type: modblock

Press RETURN

Anytime that you would want to type a letter using the modified block style, you need only load the file **modblock** and insert the text of the letter.

Let's clear your screen before beginning the next section.

Press [N]

Type: y

Press RETURN

SIMPLIFIED STYLE

Next is shown a standard business letter typed using the simplified style. Following the letter is the format file for setting up this type of letter.

Format File (simplified)

Type in the format file shown here.

Type:

.lm10

.rm70

.pm0

.li0

.pm0

.cj

Personal Computer Center

123 Oak Street

Anytown, AZ 85342

Tel. 823-3456

.lj

.date (type today's date)

.address (type inside address)

REQUEST FOR INFORMATION

.body (type message)

Sincerely yours,

Press RETURN four times

Richard Smith

EXHIBIT 16.3
SIMPLIFIED STYLE

Personal Computer Center
123 Oak Street
Anytown, AZ 85342
Tel. 823-3456

March 18, 1984

Joanne M. Small
4689 E. Osborn
Phoenix, AZ 85017

REQUEST FOR INFORMATION

Thank you for inquiring about our computer classes.
Enclosed is all the information that you will need
to enroll.

Just a closing thought; the value of a computer
education today is so great it cannot be assessed.

Sincerely yours,

Richard Smith

Now let's save this file for future use.

Press [S]

Type: simplified

Press RETURN

Whenever you want to use the simplified format for a business letter, you load the format file **simplified** and enter the text of the letter.

Before going on to the next section, clear your computer's memory.

Press [N]

Type: y

Press RETURN

MEMORANDUM

For communication within the office, you will want to use the memorandum form rather than a formal letter.

Let's set up a format file that can be loaded and used whenever a memorandum is to be typed. The memorandum will look like this one.

Format File (memo)

Type in the format file for setting up the memorandum form.

EXHIBIT 16.4
MEMORANDUM

Personal Computer Center
123 Oak Street
Anytown, AZ 85342
Tel. 823-3456

TO: Jim Hale

FROM: John Gold

DATE: March 18, 1983

SUBJECT: Computer Training

I have enclosed some of the information about the in-service training we hope to provide to our executives. It is essential that our executives feel comfortable around computers and learn to use them effectively.

Please look over the information and formulate plans for implementing these educational objectives.

Type:

MEMO FORMAT FILE

.lm10

.rm65

.li0

.pm0

.cj

Personal Computer Center

123 Oak Street

Anytown, AZ 85342

Tel. 823-3456

.lj

TO:

FROM:

DATE:

SUBJECT:

After you have typed in the preceding format file, you must save it for future use.

Press [S]

Type: memo

Press RETURN

For practice, type the memorandum shown using the format file **memo**.

SUMMARY

The following steps are used to prepare a typical business communication, such as a letter or memorandum, using a format file.

1. Create a format file that contains the necessary format commands, instructions, and text.
2. Save the form as a file on diskette.
3. Load the prepared format file.
4. Type the body of the communication and other information.
5. Print and save the prepared communication under a new name.

APPENDICES

Appendix A

Chapter 2 for the Apple II or II Plus: Starting Up

In this chapter you will learn how to

- move the cursor*
- enter text*
- delete text*
- correct errors*

Getting started is very simple. Just follow these few steps.

1. Insert the Apple Writer MASTER diskette, containing the Apple Writer program, into the disk drive. Hold the diskette with the label facing up, being careful to touch only the label. Raise the door on the disk drive. Gently slide the diskette into the slot. Now close the door of the disk drive.

2. Turn on both the computer and the monitor. The on-off power switch of the Apple II or II Plus computer is located in the back on the left side. The power indicator light on the keyboard will go on when the computer is switched on.

3. The red indicator light on the disk drive will come on, indicating that the Apple Writer program on the MASTER diskette is being read (or loaded) into the computer's memory. After a few seconds,

the red indicator light will go out, indicating that the program has been loaded into the computer.

LOADING A PROGRAM

the transferring of
a program on
diskette to the
computer

4. You will see the following screen:

DO YOU HAVE LOWER CASE DISPLAY Y/N : ☐

Unless your Apple II or II Plus computer has been modified to display both upper and lower case, only upper case will be displayed. Capitalized letters will be indicated on your monitor by inverse video. In other words, capitalized letters will appear as upper-case black letters on a white background, and lower case letters will appear as white upper-case letters on a black background. When your document is printed out, it will be printed with conventional upper and lower case, as you would expect.

We are ready to proceed, so if you are using an unmodified Apple computer without lower case, you will type **n**.

If you are using a modified Apple II or II Plus computer, you will type **y**.

Type: n (or y)

Press RETURN

5. You should now see the following message on your monitor:

PRESS RETURN TO BEGIN : ☐

Since we are ready to begin creating text,

Press RETURN

6. The following EDITOR MENU screen will appear.

```
FREQUENTLY USED CONTROL CHARACTERS

[L] LOAD A FILE
[S] SAVE A FILE
[N] ERASE MEMORY
[O] ACCESS DOS COMMANDS
[P] PRINT/PROGRAM COMMANDS
[Q] ADDITIONAL FUNCTIONS MENU

(FOR HELP, ENTER "?")

ENTER YOUR SELECTION OR RETURN : █
```

This screen is an example of a “menu,” which displays a list of options. The task of the user is to choose the option from the menu to be executed. Various options will be explained later when you are ready to use them.

Since we are just starting out, we are not ready to make a selection. Therefore,

Press RETURN

7. Except for a line of information at the top of the screen, you will see only a blank screen. This line of information, which is shown next, is called the **data line**. It is used to display information about the text file on the screen. The data line looks like the following:


```
<E Z MEM: LEN: 0 POS: 0  
TAB: 0 FILE:
```

In later chapters, we will refer to the various items on the data line. A review of the data line is also presented in Appendix C.

DATA LINE

the line of
information at the
top of the screen

THE CURSOR

Notice the blinking filled square on your monitor. It is located at the place where you are typing. This blinking square, which is called the **cursor**, is a very important part of your word processor. It serves as your pointer or pencil. With it, you can move from place to place in your text.

CURSOR

the blinking square
on the screen
indicating your
location within the
document

CAPITALIZING

An unmodified Apple II or II Plus computer does not have a true shift key. To type a capital letter, first press the ESC key (located on the upper left

side of the keyboard) once, then the letter you want capitalized. You will then see that letter in inverse video (black letter on a white background). Each time you want to capitalize a letter you must first press the ESC key.

If you are using an Apple II or II Plus with a “shift-key modification,” you may use the shift key for capital letters just as you would on a conventional typewriter. (See the Apple Writer II manual for details.)

In order to type a character located on top of a key (such as an apostrophe), you must press the shift key and, while holding it down, press the designated key, just as you would on a conventional typewriter.

THE RETURN KEY

Pressing the RETURN key inserts a carriage return, which brings the cursor to the left margin of the next line.

As you are typing, don’t press the RETURN key at the end of each line. Just keep typing. The only time you will need to press the RETURN key is at the end of a paragraph.

ERASING MISTAKES

As you are typing, don’t worry about making typing errors. If you do catch a mistake while typing, you can backspace and erase by pressing the ← key located on the right side of the computer. You will be shown how to make corrections later.

Let’s begin word processing by typing the following paragraph.

Type:

Walt Disney and his creation, Mickey Mouse, began delighting Americans back in the late 1920's. Their popularity was built over decades. Today, with our instantaneous communications, Steven Spielberg and his E.T. became worldwide celebrities in a fraction of the time it took Disney and Mickey to achieve such fame.

CORRECTING ERRORS

Correcting typing errors is a simple task with Apple Writer. It involves three steps:

1. moving the cursor;
2. deleting the mistake;
3. inserting the correct text.

Moving the Cursor

If the cursor is not directly to the right of a mistake in your text, you must move the cursor to the right of the mistake so that it can be erased.

To move the cursor, you must instruct the computer to enter the **Cursor Move Mode**. To enter the cursor move mode, you need to press the ESC key twice. In this mode of operation, you can move the cursor all around your document.

Let's enter the cursor move mode.

Press ESC twice

Observe that now the cursor appears as an @ symbol. This is the indication that the cursor is in the cursor move mode.

Once in the cursor move mode, you can move the cursor by pressing one of the following eight cursor move keys: I,J,M,K,E,S,X,D.

TABLE 2.1 Cursor Move Keys

I	moves cursor up one line
J	moves cursor left one character
K	moves cursor right one character
M	moves cursor down one line
E	moves cursor up twelve lines
S	moves cursor to the left twelve spaces or one word
D	moves cursor to the right twelve spaces or one word
X	moves cursor down twelve lines

In review, to move the cursor, first enter the cursor move mode by pressing the ESC key twice. Then, press the appropriate cursor move keys until the cursor is located in the desired place.

From inspection of the following keyboard, you will notice that the layout of the eight cursor move keys on the keyboard corresponds with the direction of movement of the cursor.

TABLE 2.2 Layout of Cursor Move Keys

e	i
s d	j k
x	m

Let's practice moving the cursor around the text on the screen using the various cursor move keys.

Check that you're in the cursor move mode, as indicated by the @ symbol. Move the cursor from line to line and across each line.

As you move the cursor, you will observe that the cursor appears to add an extra space to the text. Actually, the cursor does not take up a space. Check this by moving the cursor to another location and noting how the space disappears. Moreover, moving the cursor within the text does not disrupt existing text.

Finally, notice that you cannot move the cursor beyond the beginning or end of the text.

Deleting

A character is deleted by moving the cursor to the right of the character that you want to delete and pressing the ← key.

Let's delete some text on the screen. First, move the cursor to the right of the last word of the paragraph, next to the word **fame**.

In order to delete the last few words of the paragraph,

Press the ← key several times until the following words are erased: it took Disney and Mickey to achieve such fame.

The last few words of the text on the screen should have been deleted.

Adding Text

For practice, let's reinsert the text we have just deleted.

First, you must leave the cursor move mode and enter the typing mode.

Press SPACE BAR or any other key to leave the cursor move mode

Type: it took Disney and Mickey to achieve such fame.

The paragraph should now be restored to its original form.

TYPING MODE

is entered by pressing the SPACE BAR to get out of the cursor move mode and is indicated by a square cursor

Correcting Mistakes

You may have noticed other errors in your text. Thus, your next task is to correct any mistakes you may have made as follows:

1. Enter the cursor move mode by pressing the ESC key twice.
2. Move the cursor to the right of a mistake.
3. Press the ← to erase the mistake.
4. Press the SPACE BAR, or any other key, to leave the cursor move mode and enter the typing mode.
5. Type the necessary corrections.
6. Insert additional spacing where needed.

Characters can be deleted at any time regardless of whether you are in the cursor move or typing mode. Simply press the ← key in order to delete the character to the left of the cursor.

Additional Fact

You can always reinsert characters recently deleted. Keep pressing the → key until the text just deleted reappears. The “memory buffer,” which is used to store the deleted text, has limited storage capacity. Only the last 12 lines of deleted text can be reinserted.

SUMMARY

To move the cursor, you must first enter the **CURSOR MOVE MODE**. This is done by pressing the ESC key twice. The @ symbol will appear at the location of the cursor. Then move the cursor to the desired location by using the cursor move keys.

Pressing the ← key deletes the letter to the left of the cursor.

To insert text, you must get out of the cursor move mode. Simply press SPACE BAR, or any other key. Then type in the desired text, which will appear at the location of the cursor.

As you insert text, all the letters to the right of the cursor are pushed over to the right and down the page to accommodate the new text.

After you have made your correction, you must return to the cursor move mode in order to move the cursor to another position.

To determine whether you are in the cursor move mode, check the screen to be sure that the @ symbol is at the cursor position.

EXERCISE

Make the following changes in the paragraph typed earlier.

1. Get into the cursor move mode.

Press ESC twice

Move the cursor to the right of the word: **Mouse**

Press SPACE BAR
(to get out of the cursor move mode)

Type: and Donald Duck

2. Get back into the cursor move mode.

Press ESC twice

Move the cursor to the right of the word:
Americans

Press the ← key
(until you have erased the word: **Americans**)

Press SPACE BAR
(to leave the cursor move mode)

Type: the world

Get back into the cursor move mode.

Press ESC twice

Move the cursor to the right of the word: **creation**.
Get out of the cursor move mode.

Press SPACE BAR

Type: s

Compare the text on your screen with the sample screen.

Make any corrections you find necessary, such as spelling errors and incorrect spacing.

Walt Disney and his creations Mickey Mouse and Donald Duck, began delighting the world back in the late 1920's. Their popularity was built over decades. Today, with our instantaneous communications, Steven Spielberg and his E.T. became worldwide celebrities in a fraction of the time it took Disney and Mickey to achieve such fame.

FINAL COMMENT

Now that you have completed Chapter 2, it might be a good place to stop. If you turn the computer off, all the text material you typed into the computer will be lost. Since this material was only for practice, nothing of great value will be sacrificed. In a later chapter, you will learn how to save your work on diskette so that you can have a permanent copy of your text material.

Appendix B

Chapter 3 for the Apple II or II Plus: Getting Going

In this lesson you will learn how to

- use CONTROL characters*
- enter text*
- form paragraphs*
- insert new text*

If you are not continuing directly from Chapter 2, you must now load the Apple Writer program. Insert the Apple Writer MASTER diskette into the disk drive, turn the computer's power on, and respond to the various messages, called "prompts," from the computer. If you are uncertain about how to load the program, review the procedure in Chapter 2A on pp. 199 to 201.

THE CONTROL KEYS

Many of the key strokes used in Apple Writer are **control characters**. To type a control character, press the CTRL key, which is located on the left side of the keyboard, and, while holding down the CTRL key, press the designated character.

Control keys are not used to enter alphanumeric characters (i.e., letters and numbers). Rather, they perform various functions, such as saving and loading your file. Control characters are indicated in the text by square brackets ([and]) surrounding the designated character. The designated character may be typed in either upper or lower case.

An example of a control character is CONTROL-N, indicated by [N]. It is entered by pressing the CTRL key and, while holding down the CTRL key, pressing the letter N.

CONTROL CHARACTERS

are entered by
pressing the CTRL
key and the
designated character
at the same time

CLEARING THE SCREEN

CONTROL-N [N] clears the screen so that you can enter or load a new document. It also erases the active memory of the computer, where the document on the screen is stored. Erasing the computer's memory will destroy the document. In most situations, however, you will first save the document on your diskette before pressing CONTROL-N.

Since you are ready to type in a new document, you can clear the screen.

**Press [N] (Press the
CTRL key and,
while holding it down,
press the letter N.)**

You will now see the following prompt. The computer is requesting you to confirm the command to erase the screen and the computer's memory.

```
[N]EW (ERASE MEMORY) Y/N ?
```

Type: y

Press RETURN

When you type **y**, the document or file on the screen is completely erased from the computer's memory. Under ordinary circumstances, you would want to save the document on the screen on a diskette. You will learn how to save your work in the next chapter.

CONTROL-N [N]

clears the screen
and the memory of
the computer

ENTERING THE TEXT

In order to enter text, simply begin typing. Remember, you must be in the typing mode, indicated by a blinking square cursor, in order to enter text.

Let's do a short example.

**Type: This is a short
sentence.**


Now let's add some text to this sentence. In order to insert new text into a document, follow these steps.

1. Get into the cursor move mode by pressing ESC twice.
2. Move your cursor to the location where you want to insert the new text, using the cursor move keys.
3. Get out of the cursor move mode and into the typing mode by pressing SPACE BAR, or any other key.
4. Begin typing whatever material you want added.
5. Add spacing where needed.

Check that you are in the cursor move mode.

Press ESC twice

Using the cursor move keys, move the cursor directly to the left of the word **sentence**, as shown in the next screen.



This is a short sentence.

In order to begin typing text, you must get out of the cursor move mode and into the typing mode.

Press SPACE BAR

Type: and complicated
Press SPACE BAR

The sentence should now appear on the screen as follows:

This is a short and complicated  sentence.

Get into the cursor move mode.

Press ESC twice

Move the cursor to the end of the sentence by pressing the cursor move key, **k**, several times.

Get out of the cursor move mode in preparation for typing the next example.

Press SPACE BAR

Now move the cursor down a few lines, so we can begin typing the next sentence.

**Press RETURN
several times**

Here's another sentence for you to try. First,


Type: The man is thin.

Our task will be to insert the words **tall and** between the words **is** and **thin**.

Get into the cursor move mode.

Press ESC twice

Move the cursor directly to the left of the word **thin**, as shown here.

The man is  thin.

Leave the cursor move mode and get into the typing mode.

Press SPACE BAR

**Type: tall and
Press SPACE BAR**

The sentence should appear as follows:

The man is tall and thin.

Let's clear the screen before going on to the next section.

**Press [N] (Press the
CTRL key, and while
holding it down, press the
letter N.)**

In order to confirm the command,

**Type: y
Press RETURN**

FORMING PARAGRAPHS

Splitting Paragraphs

It is customary to separate paragraphs with a blank line. Thus, to split a block of text into two paragraphs, a blank line is used to indicate the end of the first paragraph.

To insert a blank line between two lines of text, place your cursor at the beginning of the second

line. Then press the RETURN key once for each blank line desired. Let's do an example.

Type:

**The day has been very dark and cloudy.
I imagine that the rain will begin
shortly. It is most important that we
pay attention to any signs of change in
the weather pattern.**

Let's assume that after having typed the previous paragraph, you decide that it really should be two paragraphs. Therefore, you must insert a blank line to separate the two paragraphs.

First, get into the cursor move mode.

Press ESC twice

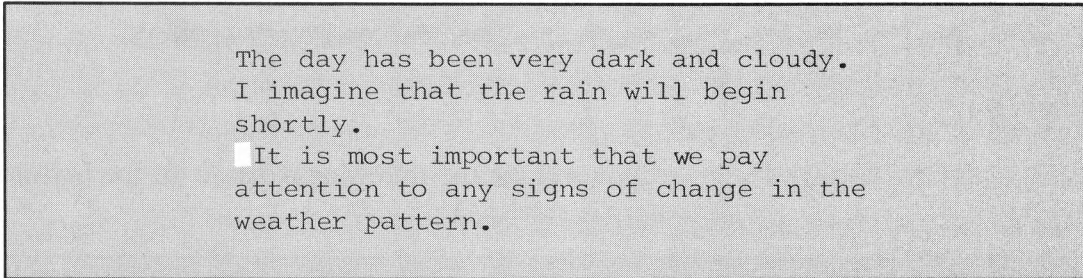
Move the cursor to the beginning of the third sentence, directly to the left of the word **It**.

Get out of the cursor move mode.

Press SPACE BAR

Press RETURN

On the screen you should see:



The day has been very dark and cloudy.
I imagine that the rain will begin
shortly.
It is most important that we pay
attention to any signs of change in the
weather pattern.

To insert a blank line between the paragraphs,

Press RETURN

You should now have two paragraphs separated by a blank line.

Joining Paragraphs

Suppose now that you decide the text on the screen should be a single paragraph. Even though you have just split the text into two paragraphs, it is a simple matter to join them.

The cursor should be to the left of the first word of the second paragraph, to the left of the word **It**.

**Press the ← key
until the cursor reaches the
end of the first paragraph**

The blank line between the paragraphs should have disappeared, with the two paragraphs joined into one. If necessary, insert additional spacing.

INSERTING TEXT

Let's apply some of the procedures we have just learned to insert additional material to text displayed on the screen.

First, let's clear the computer's memory.

Press [N]

You will see the following message on the bottom of your screen.

[N]EW (ERASE MEMORY) YES/NO ? ☐

To confirm the command,

Type: y
Press RETURN

Your screen will now be blank.

Capital Lock

We will use the capital-lock feature in typing the next short report. Pressing [K] enables all the following letters to be capitalized. Pressing [K] a second time turns off capital lock.

Let's try it.

**Press [K] (Press the
CTRL key, and while
holding it down, press the
letter K.)**

Notice that the indicator on the left of the data line is the letter U, indicating that capital lock has been enabled.

Type: YOUR NAME
Press RETURN

Press [K]

Notice that the indicator on the left of the data line shows the letter E, indicating lower case. Now,

Type: your name
Press RETURN

On the screen you should see your name—on the first line, entirely in upper case, and on the second line, entirely in lower case.

CONTROL-K [K]
is used to enable
capital lock

We are now ready to type the next report. Use
the capital lock, [K], in typing the report's title.
Begin by clearing the computer's memory.

Press [N]

Type: y
Press RETURN

Type: GEORGE GERSHWIN

**George Gershwin was only 39 years old
when he died in 1937. He became famous
for his popular songs, symphonic works,
opera, and musical comedies.**

**He began writing popular songs at the
age of 15, even though he had only
studied classical composition and
orchestra as a youngster.**

Now let's insert an additional paragraph between
the first and second paragraphs.
Get into the cursor move mode.

Press ESC twice

Using the cursor move keys,

E	I
S D	J K
X	M

move the cursor to the left margin of the blank line
between the first and second paragraphs.
Get out of the cursor move mode.

Press SPACE BAR

In order to insert a blank line between the first paragraph and the one you are about to add,

Press RETURN

You are now ready to type a new paragraph.

Type:

All Gershwin's songs contain lyrics of lasting popularity. The lyrics for most of Gershwin's music were written by his brother, Ira.

Press RETURN once

Your revised report now includes a new paragraph and should look like the following screen.

GEORGE GERSHWIN

George Gershwin was only 39 years old when he died in 1937. He became famous for his popular songs, symphonic works, opera, and musical comedies.

All Gershwin's songs contain lyrics of lasting popularity. The lyrics for most of Gershwin's music were written by his brother, Ira.

He began writing popular songs at the age of 15, even though he had only studied classical composition and orchestra as a youngster.

Carefully compare your report on the monitor's screen with the screen in the text. Make any corrections necessary, such as fixing spelling errors and incorrect spacing.

FINAL COMMENT

In the next chapter, you will learn how to save your work on diskette so that you can have a permanent copy of your text material. If you should decide to take a break here and turn off the computer, all your work on the screen will be lost. Because this has only been practice, we can sacrifice this material.

SUMMARY

Inserting text

1. Get into the cursor move mode by pressing ESC twice.
2. Move the cursor to the location where you want to insert additional text.
3. Once at the desired location, leave the cursor move mode by pressing SPACE BAR, or any other key. This will put you in the typing mode.
4. Type in the new text.

Deleting text

1. Get into the cursor move mode by pressing ESC twice.
2. Place the cursor to the right of the character to be deleted and press the ← key until all desired text is removed. Text can be deleted while you are in either the cursor move mode or the typing mode.

Splitting paragraphs

1. Move the cursor to the left of the first word that will begin your next paragraph.
2. In the typing mode, press RETURN twice, separating the paragraphs with a blank line.

Joining paragraphs

1. Move the cursor to the left of the second paragraph.
2. Press ← key until the paragraphs are joined.

Appendix C

Data Line

<	Z	Mem:	Len:	Pos:	Tab:	File:
---	---	------	------	------	------	-------

DATA LINE INDICATORS

<i>INDICATOR</i>	<i>SYMBOL</i>	<i>FUNCTION</i>
DIRECTION ARROW	<	With [X] deletes text With [F] searches from the end to the beginning
	>	With [X] inserts text With [F] searches in the forward direction
WORD WRAP	Z	Word-wrap on—words too long for a line are automatically moved to the next line
		Word-wrap off—words too long for a line will be split

<i>INDICATOR</i>	<i>SYMBOL</i>	<i>FUNCTION</i>
LENGTH	LEN	Number of characters comprising the document on screen
POSITION	POS	Position of the cursor within the document
TAB	TAB	Position of the cursor within the paragraph
FILE	FILE	Name of file
<i>[APPLE II AND II PLUS]</i>		
UPPER/LOWER CASE	E	Normal upper/lower case mode
	U	Capital lock

SUMMARY OF COMMANDS

DOS COMMANDS FOR THE APPLE IIE

Catalog	[O]A
Rename file	[O]B
Verify file	[O]C
Lock file	[O]D
Unlock file	[O]E
Delete file	[O]F
Initialize disk	[O]G

DOS COMMANDS FOR THE APPLE II AND II PLUS

Catalog	[O]1
Rename file	[O]2
Lock file	[O]3
Unlock file	[O]4
Delete file	[O]5
Initialize diskette	[O]6

SOS COMMANDS FOR THE APPLE III

Catalog	[O]1
Rename file	[O]2
Lock file	[O]3
Unlock file	[O]4
Delete file	[O]5
Set date & time	[O]6
Set prefix	[O]7

HELP MENUS FOR THE APPLE IIE AND APPLE III

Press OUTLINED APPLE? (for Apple Iie)
Press OUTLINED APPLE ?? (For Apple III)

Command summary	A
Cursor movement	B
Upper/Lower case change	C

HELP MENUS FOR THE APPLE IIE AND APPLE III

Delete/Recover text	D
Tabs/Retrieve	E
Glossary	F
Saving files	G
Loading files	H
Find/Replace text	I
Embedded print commands	J

HELP MENUS FOR THE APPLE II AND II PLUS

Press ESC ESC ??

Command summary	1
Cursor movement	2
Upper/Lower case	3
Delete/Recover text	4
Tabs	5
Glossary	6
Saving files	7
Loading files	8
Find/Replace text	9
Embedded print commands	10

CURSOR MOVEMENT FOR THE APPLE IIE

Right character	→
Left character	←
Up line	↑
Down line	↓
Right 1 word	FILLED-IN APPLE →
Left 1 word	FILLED-IN APPLE ←
Up 12 lines	FILLED-IN APPLE ↑
Down 12 lines	FILLED-IN APPLE ↓
Beginning of file	[B]
End of file	[E]

CURSOR MOVEMENT FOR THE APPLE II AND II PLUS

Press ESC ESC:

Right character	K
Left character	J
Up line	I
Down line	M
Left 1 word	S
Right 1 word	D
Up 12 lines	E
Down 12 lines	X
Beginning of file	[B]
End of file	[E]

CURSOR MOVEMENT FOR THE APPLE III

Right character	→
Left character	←
Up line	↑
Down line	↓
Right 1 word	SHIFT →
Left 1 word	SHIFT ←
Up 12 lines	SHIFT
Down 12 lines	SHIFT
Beginning of file	[B]
End of file	[E]

BASIC EDITING COMMANDS FOR THE APPLE IIE

Delete 1 character to left	DELETE
Delete and store 1 character	OUTLINED APPLE ←
Retrieve 1 character	OUTLINED APPLE →
Delete word	<[W]
Delete paragraph	<[X]
Insert word	>[W]
Insert paragraph	>[X]
Copy paragraph to new location	<FILLED-IN APPLE [X]
	>FILLED-IN APPLE [X]

BASIC EDITING COMMANDS FOR THE APPLE IIE

Copy word to new location	<FILLED-IN APPLE [W]
	>FILLED-IN APPLE [W]
Type directly over letters	[R]

BASIC EDITING COMMANDS FOR THE APPLE II AND II PLUS

Delete 1 character to left	←
Insert 1 character	→
Delete word	<[W]
Delete paragraph	<[X]
Insert word	>[W]
Insert paragraph	>[X]
Copying text from screen	[L]#/marker 1/marker 2/
Type directly over letters	[R]

BASIC EDITING COMMANDS FOR THE APPLE III

Delete and store 1 character	CTRL ←
Retrieve 1 character	CTRL →
Delete word	<[W]
Delete paragraph	<[X]
Insert word	>[W]
Insert paragraph	>[X]
Copy text from screen	[L]#!marker1!marker2!
Type directly over letters	[R]

TABS

Set tab settings (IIE only)	ESC
Set tab at cursor position	[T]S
Clear tab at cursor	[T]C
Purge preset tab positions	[T]P
Move cursor to tab position	TAB
(IIE and III only)	
Move cursor to tab position	[I]

FILE OPERATION

Erases memory contents	[N]y
Disables wraparound	[Z]
Splits screen	[Y]y

LOADING FILES FOR THE APPLE II AND II PLUS AND APPLE IIE

Load file from default drive	[L]filename
Load file from disk drive 1	[L]filename,d1
Load file from disk drive 2	[L]filename,d2
Load forgotten file name	[L]?
Load file name on Data Line	[L] =
Load segment of file	[L]filename/marker1/marker2/
Load segment beginning with marker to end of file	[L]filename/marker/
Load text from start of file and ending with marker	[L]filename//marker/
Load all cases of text segment including markers	[L]filename/marker1/marker2/a
Display file on screen	[L]filename
Scroll "displayed" file	[S]

LOADING FILES FOR THE APPLE III

Load file from default drive	[L]filename
Load file from disk drive 1	[L].d1/filename
Load file from disk drive 2	[L].d2/filename
Load forgotten file name	[L]?
Load file name on Data Line	[L] =
Load segment of file	[L]filename!marker1!marker2!
Load segment beginning with marker to end of file	[L]filename!marker!
Load text from start of file and ending with marker	[L]filename!!marker!
Load all cases of text segment including markers	[L]filename!marker1!marker2!a
Display file on screen	[L]filename
Scroll "displayed" file	[S]

SAVING FILES FOR THE APPLE II AND II PLUS AND APPLE IIE

Saves text to default disk drive	[S]filename
Saves text to disk drive 1	[S]name,d1
Saves text to disk drive 2	[S]filename,d2
Saves name on data line	[S] =
Saves segment of text	[S]filename/marker/
Saves to the marker and adds to disk file	[S]filename/marker/ +
Displays files saved on disk	[S]?
Adds text in memory to end of diskette file	[S]filename +

SAVING FILES FOR THE APPLE III

Saves text to default disk drive	[S]filename
Saves text to disk drive 1	[S].d1/filename
Saves text to disk drive 1	[S].d2/filename
Saves name on data line	[S] =
Saves segment of text	[S]filename!marker!
Saves to the marker and adds to disk file	[S]filename!marker! +
Displays files saved on disk	[S]?
Adds text in memory to end of diskette file	[S]filename +

PRINTING

Prints text on screen	[P]np
Continues printing	[P]cp
Displays print options	[P]?
Stops printing	ESC
Prints on next page	.ff
Form feeds only if less than # of lines	.ff#
Stops printing and displays message	.in(. . .)
Suppresses printing in text	.ep0
Starts printing in text	.ep1

FORMAT COMMANDS

Left margin	.lm
Right margin	.rm
Paragraph margin	.pm
Left justify	.lj
Right justify	.rj
Center justify	.cj
Top margin	.tm
Bottom margin	.bm
Page number #	.pn#
Printed lines per page	.pl
Form length	.pi
Spacing between lines	.li
Continuous or single page	.sp
Printer destination slot	.pd
Top line headings	.tl
Bottom line headings	.bl
Underlines text	

SEARCH AND REPLACE

Find string	[F]/target/
Find string and replace	[F]/target/replacement/
Find/replace automatically	[F]/target/replacement/a
Find words, replace with nothing	[F]target//
Repeat previous find command	[F] =

ADDITIONAL FUNCTIONS MENU FOR THE APPLE IIE

Load tab file	[Q]a
Save tab file	[Q]b
Load print/program value file	[Q]c
Save print/program value file	[Q]d
Load [G]lossary file	[Q]e
Save [G]lossary file	[Q]f
Toggle carriage return display	[Q]g
Toggle data line display	[Q]h
Convert keyboard to printer	[Q]i

ADDITIONAL FUNCTIONS MENU FOR THE APPLE IIE

Convert Apple Writer 1.1 Files	[Q]j
Quit Apple Writer	[Q]k

ADDITIONAL FUNCTIONS MENU FOR THE APPLE II AND II PLUS

Load tab file	[Q]1
Save tab file	[Q]2
Load print/program value file	[Q]3
Save print/program value file	[Q]4
Load [G]lossary file	[Q]5
Toggle carriage return display	[Q]6
Toggle shift key option (ESC/SHIFT)	[Q]7
Toggle data line display	[Q]8
Convert Apple Writer 1.1 files	[Q]9
Quit Apple Writer	[Q]0

ADDITIONAL FUNCTIONS MENU FOR THE APPLE III

Load tab file	[Q]1
Save tab file	[Q]2
Load print/program value file	[Q]3
Save print/program value file	[Q]4
Load [G]lossary file	[Q]5
Toggle carriage return display	[Q]6
Alternate type font character set	[Q]7
Quit Apple Writer	[Q]7

GLOSSARY

Define a glossary term	[G]?
Insert glossary term	[G]letter term
Insert glossary term	OUTLINED APPLE/letter term
Delete glossary terms	[G]*

FOOTNOTE

Prints footnote	(#)(<#. . . .>)
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REFERENCE LIST FOR APPLE WRITER III

SOS COMMANDS

Catalog	[O]1
Rename file	[O]2
Lock file	[O]3
Unlock file	[O]4
Delete file	[O]5
Set date & time	[O]6
Set prefix	[O]7

HELP MENUS

Press OUTLINED APPLE ??

Command summary	A
Cursor movement	B
Upper/Lower case change	C
Delete/Recover text	D
Tabs/Retrieve	E
Glossary	F
Saving files	G
Loading files	H
Find/Replace text	I
Embedded print commands	J

CURSOR MOVEMENT

Right character	→
Left character	←
Up line	↑
Down line	↓
Right 1 word	SHIFT →
Left 1 word	SHIFT ←
Up 12 lines	SHIFT ↑
Down 12 lines	SHIFT ↓
Beginning of file	[B]
End of file	[E]

BASIC EDITING COMMANDS

Delete and store 1 character	CTRL ←
Retrieve 1 character	CTRL →
Delete word	<[W]
Delete paragraph	<[X]
Insert word	>[W]
Insert paragraph	>[X]
Copy text from screen	[L]#!marker1!marker2!
Type directly over letters	[R]

FILE OPERATIONS

Erases memory contents	[N]y
Disables wraparound	[Z]
Splits screen	[Y]y

LOADING FILES

Load file from default drive	[L]filename
Load file from disk drive 1	[L].d1/filename
Load file from disk drive 2	[L].d2/filename
Load forgotten file name	[L]?
Load file name on data line	[L]=
Load segment of file	[L]filename!marker1!marker2!
Load segment beginning with marker to end of file	[L]filename!marker!
Load text from start of file and ending with marker	[L]filename!!marker!
Load all cases of text segment including markers	[L]filename!marker1!marker2!a
Display file on screen	[L]filename
Scroll "displayed" file	[S]

SAVING FILES

Saves text to default disk drive	[S]filename
Saves text to disk drive 1	[S].d1/filename
Saves text to disk drive 2	[S].d2/filename
Saves name on data line	[S]=
Saves segment of text	[S]filename!marker!
Saves to the marker and adds to disk file	[S]filename!marker! +

SAVING FILES

Displays files saved on disk	[S]?
Adds text in memory to end of diskette file	[S]filename +

TABS

Set tab settings (Ile only)	ESC
Set tab at cursor position	[T]S
Clear tab at cursor	[T]C
Purge preset tab positions	[T]P
Move cursor to tab position (Ile and III only)	TAB
Move cursor to tab position	[I]

PRINTING

Prints text on screen	[P]np
Continues printing	[P]cp
Displays print options	[P]?
Stops printing	ESC
Prints on next page	.ff
Form feeds only if less than # of lines	.ff#
Stops printing and displays message	.in(. . .)
Suppresses printing in text	.ep0
Starts printing in text	.ep1

FORMAT COMMANDS

Left margin	.lm
Right margin	.rm
Paragraph margin	.pm
Left justify	.lj
Right justify	.rj
Center justify	.cj
Top margin	.tm
Bottom margin	.bm
Page number	.pn#
Printed lines per page	.pl
Form length	.pi

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FORMAT COMMANDS

Spacing between lines	.li
Continuous or single page	.sp
Printer destination slot	.pd
Top line headings	.tl
Bottom line headings	.bl
Underlines text	\

SEARCH AND REPLACE

Find string	[F]/target/
Find string and replace	[F]/target/replacement/
Find/replace automatically	[F]/target/replacement/a
Find words, replace with nothing	[F]target//
Repeat previous find command	[F] =

GLOSSARY

Define a glossary term	[G]?
Insert glossary term	[G]letter term
Insert glossary term	OUTLINED APPLE/letter term
Delete glossary terms	[G]*

FOOTNOTE

Prints footnote	(#)(<#...>)
-----------------	--------------

ADDITIONAL FUNCTIONS MENU

Load tab file	[Q]1
Save tab file	[Q]2
Load print/program value file	[Q]3
Save print/program value file	[Q]4
Load [G]lossary file	[Q]5
Toggle carriage return display	[Q]6
Alternate type font character set	[Q]7
Quit Apple Writer	[Q]7

REFERENCE LIST FOR APPLE WRITER IIe/II

DOS COMMANDS FOR THE APPLE IIE

Catalog	[O]A
Rename file	[O]B
Verify file	[O]C
Lock file	[O]D
Unlock file	[O]E
Delete file	[O]F
Initialize disk	[O]G

DOS COMMANDS FOR THE APPLE II AND II PLUS

Catalog	[O]1
Rename file	[O]2
Lock file	[O]3
Unlock file	[O]4
Delete file	[O]5
Initialize diskette	[O]6

HELP MENUS FOR THE APPLE IIE

Press OUTLINED APPLE?

Command summary	A
Cursor movement	B
Upper/Lower case change	C
Delete/Recover text	D
Tabs/Retrieve	E
Glossary	F
Saving files	G
Loading files	H
Find/Replace text	I
Embedded print commands	J



HELP MENUS FOR THE APPLE II AND II PLUS

Press ESC ESC ??

Command summary	1
Cursor movement	2
Upper/Lower case	3
Delete/Recover text	4
Tabs	5
Glossary	6
Saving files	7
Loading files	8
Find/Replace text	9
Embedded print commands	10

CURSOR MOVEMENT FOR THE APPLE IIE

Right character	→
Left character	←
Up line	↑
Down line	↓
Right 1 word	FILLED-IN APPLE →
Left 1 word	FILLED-IN APPLE ←
Up 12 lines	FILLED-IN APPLE ↑
Down 12 lines	FILLED-IN APPLE ↓
Beginning of file	[B]
End of file	[E]

CURSOR MOVEMENT FOR THE APPLE II AND II PLUS

Press ESC ESC:	
Right character	K
Left character	J
Up line	I
Down line	M
Left 1 word	S
Right 1 word	D
Up 12 lines ↑	E
Down 12 lines ↓	X
Beginning of File	[B]
End of file	[E]

BASIC EDITING COMMANDS FOR THE APPLE IIE

Delete 1 character to left	DELETE
Delete and store 1 character	OUTLINED APPLE ←
Retrieve 1 character	OUTLINED APPLE →
Delete word	<[W]
Delete paragraph	<[X]
Insert word	>[W]
Insert paragraph	>[X]
Copy paragraph to new location	<FILLED-IN APPLE [X] >FILLED-IN APPLE [X]
Copy word to new location	<FILLED-IN APPLE [W] >FILLED-IN APPLE [W]
Type directly over letters	[R]

BASIC EDITING COMMANDS FOR THE APPLE II AND II PLUS

Delete 1 character to left	←
Insert 1 character	→
Delete word	<[W]
Delete paragraph	<[X]
Insert word	>[W]
Insert paragraph	>[X]
Copying text from screen	[L]#/marker 1/marker 2/
Type directly over letters	[R]

TABS

Set tab settings (Ile only)	ESC
Set tab at cursor position	[T]S
Clear tab at cursor	[T]C
Purge preset tab positions	[T]P
Move cursor to tab position (Ile and III only)	TAB
Move cursor to tab position	[I]

FILE OPERATIONS

Erases memory contents	[N]y
Disables wraparound	[Z]
Splits screen	[Y]y

LOADING FILES

Load file from default drive	[L]filename
Load file from disk drive 1	[L]filename,d1
Load file from disk drive 2	[L]filename,d2
Load forgotten file name	[L]?
Load file name on Data Line	[L] =
Load segment of file	[L]filename/marker1/marker2/
Load segment beginning with marker to end of file	[L]filename/marker/
Load text from start of file and ending with marker	[L]filename//marker/
Load all cases of text segment including markers	[L]filename/marker1/marker2/a
Display file on screen	[L]filename
Scroll "displayed" file	[S]

SAVING FILES

Saves text to default disk drive	[S]filename
Saves text to disk drive 1	[S]name,d1
Saves text to disk drive 2	[S]filename,d2
Saves name on data line	[S] =
Saves segment of text	[S]filename/marker/
Saves to the marker and adds to disk file	[S]filename/marker/ +
Displays files saved on disk	[S]?
Adds text in memory to end of diskette file	[S]filename +

PRINTING

Prints text on screen	[P]np
Continues printing	[P]cp
Displays print options	[P]?
Stops printing	ESC
Prints on next page	.ff
Form feeds only if less than # of lines	.ff#
Stops printing and displays message	.in(. . .)

PRINTING

Suppresses printing in text	.ep0
Starts printing in text	.ep1

FORMAT COMMANDS

Left margin	.lm
Right margin	.rm
Paragraph margin	.pm
Left justify	.lj
Right justify	.rj
Center justify	.cj
Top margin	.tm
Bottom margin	.bm
Page number	.pn#
Printed lines per page	.pl
Form length	.pi
Spacing between lines	.li
Continuous or single page	.sp
Printer destination slot	.pd
Top line headings	.tl
Bottom line headings	.bl
Underlines text	\

SEARCH AND REPLACE

Find string	[F]/target/
Find string and replace	[F]/target/replacement/
Find/replace automatically	[F]/target/replacement/a
Find words, replace with nothing	[F]target//
Repeat previous find command	[F] =

GLOSSARY

Define a glossary term	[G]?
Insert glossary term	[G]letter term
Insert glossary term	OUTLINED APPLE/letter term
Delete glossary terms	[G]*



FOOTNOTE

Prints footnote

(#)(<#...>)

ADDITIONAL FUNCTIONS MENU FOR THE APPLE IIE

Load tab file	[Q]a
Save tab file	[Q]b
Load print/program value file	[Q]c
Save print/program value file	[Q]d
Load [G]lossary file	[Q]e
Save [G]lossary file	[Q]f
Toggle carriage return display	[Q]g
Toggle data line display	[Q]h
Convert keyboard to printer	[Q]i
Convert Apple Writer 1.1 files	[Q]j
Quit Apple Writer	[Q]k

ADDITIONAL FUNCTIONS MENU FOR THE APPLE II AND II PLUS

Load tab file	[Q]1
Save tab file	[Q]2
Load print/program value file	[Q]3
Save print/program value file	[Q]4
Load [G]lossary file	[Q]5
Toggle carriage return display	[Q]6
Toggle shift key option (ESC/SHIFT)	[Q]7
Toggle data line display	[Q]8
Convert Apple Writer 1.1 files	[Q]9
Quit Apple Writer	[Q]0

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